

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: December 9, 2004
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, George Smith, Dean Mazarella, Tim Deschamps & Tim McGlinchy

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1. The minutes of the November 18, 2004 CMMCP Commissioner's minutes were unanimously approved.
2. The following payrolls were approved unanimously:

Nov. 20, 2004	\$14,378.80	Nov. 27, 2004	\$14,474.80
Dec. 4, 2004	\$14,474.80	Dec. 4, 2004	\$5,046.00
3. Submitted invoices for December 9, 2004 totaling \$63,022.81 were unanimously approved.
4. **Work Schedule:** Tim M. reports that the excavator has completed projects in Northbridge, Northboro and Littleton and will be moving to Westboro, Westford, Acton, and Ashland in the near future. Crews are busy preparing areas ahead of the tractor and performing hand cleaning.
5. **Old Business:** Tim M, reports the Safety Committee met once again last month and he reports good use of personal protective equipment (PPE) amongst the crews. Work jackets with the company name have been received, and attention to the uniform policy is being adhered to.

Tim D. has no new information on the vehicle accident settlements.

The upcoming training courses were the next agenda item. Tim D. reports that the CDL training is ongoing and it may be in our best interest to have the 2 employees in this training go for 1 or 2 weeks solid to finish and become licensed. Tim D. will work on this item.

The CMMCP Commission reappointments were the next topic of discussion. Both Mr. Noguera and Mr. Mazarella have been interviewed by SRB and await a decision, promised by Jan. 12. Both Commissioners stated they thought the process went well. It was mentioned that a CMMCP contact listing should be sent to DPH, SRB and other relevant parties. Tim D. will work on this over the next few weeks.

2005 Meeting Schedule:

January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8

Regarding the open Commission position, SRB has asked Mr. Shuris to send a letter to state his intentions. Tim D. will contact Mr. Shuris to get this process started.

Tim D. reports to the Commission that the NMCA Meeting went very well. 7 Project employees stayed for the entire meeting, and all others made it down for the Tuesday session. Tim has 2 posters, one by Nicole Granger and the other by Tim M. on display for the Commission to see. The meeting next year will be in Northampton, MA.

6. **New Business:** Tim D. and Nicole Granger attended a meeting on Dec. 2, 2004 with the Tewksbury Town Manager, Health Director and Town Engineer, at the request of the Town Manager. At this meeting they discussed work to date and possible restoration work for the near future.

Tim D. has drafted a revision to the CMMCP policy regarding Legal Aid. On a motion by Mr. Mazzarella, seconded by Mr. Noguera this policy was unanimously adopted pending approval by the Legal Dept. at DAR.

Nicole Granger showed a PowerPoint presentation drafted for the field crews to the Commission. This presentation covered many aspect of her position, including restoration techniques and procedures. This presentation was very well received and the Commission thanked Nicole for her hard work.

Tim reports that Karen Millet has been hired to serve as the new Office Manager. Karen trained with Valerie Brown for 2 days last week and is now on the staff full time. Tim D. reports that Karen in settling in to her position well.

Tim D. has begun the bi-annual evaluations for Project employees. Tim reviewed with the Commission the evaluations for Tim McGlinchy and Nicole Granger – the rest of the staff will be reviewed next month. Tim D. is very pleased with the progress of both Tim M. & Nicole in their respective positions, and the Commission was in full agreement. He asked the Commission to consider a 1 step merit raise for both employees. After discussion, on a motion by Mr. Mazzarella seconded by Mr. Smith, the Commission unanimously voted to change their salary rates to the following:

Nicole Granger	Wetland Project Coordinator, Grade J	\$21.81/hour
Timothy McGlinchy	Director of Operations, Grade D	\$27.47/hour

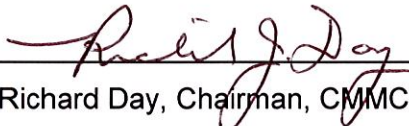
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These raises will become effective Dec. 13, 2004. Tim D. thanks the Commission for considering and approving these merit raises.

Tim passed out to the Commission and e-mal received from a resident of Littleton thanking our staff for the recent restoration work on his property.

The meeting adjourned at 11:55 PM.

Approved: 
Richard Day, Chairman, CMMCP

Date: Jan. 13 2005

NOTE: Several Commissioners stayed after the meeting to complete their packages sent out by SRB.

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