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**CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

**MINUTES OF THE COMMISSIONER'S MEETING**

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Date: February 25, 2005 (ppd. from Feb. 10, 2005)  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Pablo Noguera, George Smith, Dean Mazzarella, Tim Deschamps  
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1. The minutes of the January 13, 2005 CMMCP Commissioner's minutes were unanimously approved on a motion by Mr. Mazzarella, seconded by Mr. Smith.

2. The following payrolls were approved unanimously motion by Mr. Mazzarella, seconded by Mr. Noguera:

Jan. 15, 2005	\$14,221.20	Jan. 22, 2005	\$14,221.20
Jan. 29, 2005	\$14,221.20	Feb. 5, 2005	\$14,221.20
Feb. 12, 2005	\$14,221.20	Feb. 19, 2005	\$14,221.20

3. Submitted invoices for February 25, 2005 totaling \$108,215.90 were unanimously approved on a motion by Mr. Noguera, seconded by Mr. Smith.

4. **Work Schedule:** Tim M. is at a computer training session today and Tim D. will give the Field Work report. The excavator completed a job in Westford and is scheduled to go to Acton, Holliston, Ashland, Fitchburg, Westboro and Natick. Crews have been busy prepping ahead of the tractor and performing hand cleaning jobs as the weather allows. Crews have been inside during inclement weather and with the heavy snow cover upgrading the pesticide room, refurbishing the lunch room and performing other maintenance tasks. Tim notes the landlord has agreed to reimburse \$500 towards the lunchroom upgrade.

5. **Old Business:** Tim D. has no new information on the Legal Aid revision to the CMMCP policy. The Commission states that in lieu of any major revision the policy will be accepted as written.

The upcoming training courses were the next agenda item. Tim D. reports the following training sessions have been scheduled:

- ◆ CPR and AED training will be done at the Red Cross facility on Feb. 28 for all employees
- ◆ 3 employees, Ed Storonsky, Pete Ramig & Tim Welch will go to a hands-on backhoe training on May 5
- ◆ The Class A CDL training is ongoing and Tim is coordinating with these 2 CMMCP employees

2005 Meeting Schedule:

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

Tim has correspondence from Mark Buffone to Jim Shuris regarding the open position on the Commission. The Commission has agreed to send a letter to Jim regarding the decision to have local, full time representation on the Commission. Tim has been in contact with Paul Mazzuchelli, the Director of the Milford BOH, and he has stated that he is preparing the nomination paperwork to be sent to SRB. Mr. Mazzuchelli is on vacation this week and Tim has been unable to confirm that the paperwork is on the way to Boston at this time. He will contact Mr. Mazzuchelli again next week.

6. **New Business:** Tim D. gave the Commission a letter he has sent to all School Superintendents in our service area regarding the Children Protection Act (CPA). This letter states that all schools must have mosquito control language in their outdoor IPM plan for adulticide control procedures to be performed on school property. The letter also directs the IPM coordinators to the Project's website where additional information is available. Tim has heard from the Blackstone-Millville Superintendent, a pest control company that operates for several school districts, and the town of Westford. Tim will continue to follow up on this issue.

The Commission is shown a copy of a letter Tim has sent to the Hopkinton Board of Health offering to come to a Board meeting and give a presentation on mosquito control in town. For the past several years the town has had an article to continue participation in CMMCP, and it has become apparent to Tim that the Board is not well informed on our procedures and policies despite many attempts to bring information to the Board and town at large. No response has been received as of yet and Tim will follow up in next week or 2.

Tim reported on a meeting at the DPH State Lab. held on Jan. 17. Curtis & Tim M. were in attendance. The main focus was the software upgrade to DPH and planned for the mosquito districts. Additional meetings are planned before the season begins.

SRB scheduled a meeting the Waltham Field Station about insecticide resistance to pesticides on Feb. 16, 2005. Tim, Tim and Curtis attended and Tim reports that good information was received about this subject, and the hands-on part of the session was very informative. Tim will have a proposal on this topic for the Commission at subsequent meetings for Commission review.

Tim, Tim, and Nicole are scheduled to attend the NJ Annual Meeting from March 7-11, 2005. The March Commission Meeting will need to be rescheduled; Tim will coordinate with the Commission to

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determine a satisfactory date in March. The Commission will be presented a brief report on this meeting.

Tim is scheduled to meet with the Boylston Board of Health on February 28, 2005 at 7:00pm. Tim will talk to the Board about our policies and procedures, and well as mosquito-borne illness issues. The Board may be interested in presenting to the Town Meeting body a recommendation to join CMMCP.

The next agenda item was the employee biannual performance reviews. Tim stated that all employees except Curtis Best, Karen Millet and Ed Storonsky have received their review – these employees will be reviewed soon. Tim brought to the attention of the Commission the item tabled last month; the reclassification of one employee, Peter Ramig. As a review; Pete stepped in as our only Class A CDL driver last year and has been training 2 CMMCP employees for their Class A CDL. Pete has received his Hoist license 2a, which qualifies him for the excavator, going for this license on his own initiative. Tim asked the Commission to consider reclassifying him to Operator Grade A, with the caveat that he will still perform on most occasions as a Field Tech, although he will be expected to utilize his Class A CDL whenever needed, as well as train additional employees for this license. Last month, the Commission had asked Tim to find out if a “bonus” or “stipend” could be given in lieu of a reclassification. Tim has talked to Mary Beth Burnand at DAR Human Resources and she stated this is not possible, or advisable if it were. After discussion it was unanimous on a motion by Mr. Smith, seconded by Mr. Noguera that Pete Ramig be reclassified as Equipment Operator, Grade A, at an hourly salary of \$17.21 effective February 28, 2005. Tim thanked the Commission for their endorsement of this employee.

Tim spoke briefly about the Pesticide room and lunchroom upgrades. After the Pesticide room is completed and restocked Tim will coordinate with the Pesticide Bureau to see if an inspector will come out to give an opinion on the upgrade.

A meeting of all mosquito control restoration personnel was held at the CMMCP office on February 24, 2005. This is the first time all staff of this type has met together in one place, and the meeting was a great start to what Tim and Nicole hope to be a great collaborative in the future.

The 2004 CMMCP Annual Report and the 2004 Executive Summary were given to the Commission. Copies of all annual reports have been given to most/all town departments, and are available on our website.

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An e-mail was received by Tim from former Commission Steven Henry. Mr. Henry was asking about a line of clothing available from LL Bean that is impregnated with a permethrin product as a repellent. Tim looked up some information and forwarded it back to Mr. Henry.

Tim states that the SOP manual is complete and he will have copies for Commission review at the March meeting. This manual is already on the website, and is split into sections with additional information such as pictures for the public to view.

The meeting adjourned at 11:45 PM.

Approved: Richard J. Day  
Richard Day, Chairman, CMMCP

Date: April 14, 2005

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