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**CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

**MINUTES OF THE COMMISSIONER'S MEETING**

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Date: July 14, 2005  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Pablo Noguera, George Smith, Dean Mazzarella, Paul Mazzuchelli & Tim McGlinchy – Nicole Granger addressed the Commission briefly  
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Tim McGlinchy stated that Executive Director Tim Deschamps had a family matter to attend to that could not be rescheduled, and that Tim expresses his apologies to the Commission for missing this meeting.

Tim M. introduced Paul Mazzuchelli, Milford Board of Health Director, as the newest member of the CMMCP Commission. That Commission welcomes him to the Board.

1. The minutes of the June 9, 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. Smith:

June 11, 2005	\$17,262.03	June 18, 2005	\$16,464.20
June 25, 2005	\$19,211.06	June 30, 2005	\$14,412.64 (4 day)
July 2, 2005	\$1,978.16 (1 day)	July 9, 2005	\$16,328.05

3. Submitted invoices for July 14, 2005 totaling \$127,328.43 were unanimously approved on a motion by Mr. Mazzarella, seconded by Mr. Smith.

4. **Work Schedule:** Tim M. reports that as of 9:00am today, the Project has received 5,225 service requests from residents and/or town officials. Of those only 329 (6%) were outstanding, meaning that we have serviced over 4,890 requests in the past 2 months. Tim M. acknowledges the hard work of the entire field staff, and in particular pointed out that employees Jay Begin and Ezra Taito each put in long hours of overtime to assist in the response to these service requests.

5. **Old Business:** Tim M. reports to the Commission the details of the proposed photocopier lease/purchase. The lease would be \$250.53 a month, for 36 months. The total cost will be \$9,012. There is no interest charged to CMMCP in this lease. Mr. Mazzarella states that as long as there is no significant difference between leasing and an outright purchase the decision will be left to Tim & Tim. Richard Day agreed.

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

The SRB met on June 25, 2005. Tim D. was in attendance, and Mr. Mazzuchelli was formally voted to the CMMCP Commission at this meeting. Additional topics were RAMP testing, which SRB voted to suspend all Project's activity due to MDPH request, as well as discussion about the formation of a mosquito-borne disease workgroup.

Richard Day asked the Commission about last months discussion regarding an employee Cost of Living Adjustment (COLA) for 2005. Mr. Mazzarella informed Mr. Day that this topic was tabled until the December Commission meeting, and that it was hoped that Tim D. will be able to create "employee measurables" for this meeting.

6. **New Business:** Tim M. handed out copies of a memo that the Project received from the SRB regarding rollover balances in some of the Projects fiscal accounts. The memo mentioned that these balances could be used for emergency purposes such as EEE aerial spraying. Tim M. stated that the Project has been spending into our rollover amounts and that the hiring of the new personnel and equipment purchases may quickly diminish any rollover amounts we have left. Tim D. will have an official response to this memo from the Commission for their review at the August meeting, as well as an updated copy of the CMMCP Capital Plan for the Commission.

Tim D. has been informed that the Project will be responsible for all future health insurance costs for Ken Courtemanche while he is on a leave of absence. Anticipate cost will be \$12,000 annually.

We have posted the open Field Tech. position on the Commonwealth's website. No response at this time, and we anticipate posting this job in the classified section of area newspapers. We hope to have this position filled by the end of summer.

The 2 Ford Rangers ordered in March 2005 have been delivered to the Project. They will be put in to service right away.

Nicole Granger, CMMCP Wetland Project Coordinator was asked to join the meeting. CMMCP has applied for an IP (Individual Permit) with the US Army Corps of Engineers (USCOE). This IP for Freshwater Water Management (FWWM) is the first one submitted from any of the Massachusetts Mosquito Projects. This blanket permit will put is in compliance with Section 404 of the USCOE regulations. Included in this IP is a blanket application for a Water Quality Certification from Mass. DEP under Section 401. This permit work is ongoing, and Nicole was thanked for her hard work in this area.

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Nicole asked the Commission if they had any questions, and hearing none she excused herself from the meeting.

Tim D. has received inquiries from the towns of Tyngsboro and Dunstable about joining the Project. He has sent out information and offered to meet with town officials at their convenience.

Tim M. mentioned that the phone requests have slowed down a bit. Mr. Mazzearella stated that his secretary often tries to call and cannot get through. He suggested updating the phone system, and Mr. Noguera agreed. Mr. Mazzuchelli suggested using some of our roll over money for this update to the phone system.

The meeting adjourned at 12:05 PM.

Approved: \_\_\_\_\_

  
Richard Day, Chairman, CMMCP

Date: \_\_\_\_\_

8/11/05

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