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CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: August 11, 2005
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Pablo Noguera, George Smith, Dean Mazzarella, Paul Mazzuchelli, Tim Deschamps & Tim McGlinchy
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1. The minutes of the July 14, 2005 CMMCP Commissioner's minutes were unanimously approved on a motion by Mr. Mazzuchelli, seconded by Mr. Smith.

2. The following payrolls were approved unanimously motion by Mr. Mazzuchelli, seconded by Mr. Smith:

July 16, 2005	\$16,749.03	July 23, 2005	\$16,742.46
July 30, 2005	\$16,733.65	Aug. 6, 2005	\$16,784.90
Aug. 6, 2005	\$1,475.65 (vacation buyout – Nicole Granger)		

3. Submitted invoices for August 11, 2005 totaling \$129,924.09 were unanimously approved on a motion by Mr. Smith, seconded by Mr. Mazzarella.

4. **Work Schedule:** Tim M. reports that as of today, the Project has received 6,438 service requests from residents and/or town officials. Of those, 111 (2%) were outstanding. Surveillance of adult mosquitoes is ongoing, and our summer interns will be returning to college soon. Tim M., Ed and Tim W. will make begin trapping after the interns leave, and we may pull 1 or 2 field staff in to help also. The excavator is idle awaiting repairs, but the good news is that Tim Welch passed his test for the CDL Class A license. An employee from the NE Mass. Mosquito Control & Wetlands Mgmt. District was the sponsor for Tim's test. The Commission passes along their congratulations to Tim and gratitude to NE Mass. MCWMD. When the excavator is fixed we have jobs in Holliston and Natick ready.

5. **Old Business:** The CMMCP phone system was the next agenda topic. Tim D. has had "call forwarding" placed on the phone system, but the Commission would like to see if there are other options available, such as a "queue" system. Tim D. will continue to work on this agenda item.

6. **New Business:** Tim D. reports to the Commission that Nicole Granger, Wetlands Project Coordinator, has tendered her resignation as of 8/5/05. A copy of her letter of resignation was given to the Commission. Tim D. did ask Nicole to reconsider, which she did, but decided to stick with her original decision to resign. She did not state any official cause other than "personal reasons", but Tim

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has been made aware she had overheard conversations in the past that have made her feel uncomfortable. She stated that these conversations were not about her, or directed at her, but nonetheless the topics were upsetting. Neither Tim D. nor Tim M. had been made aware of Nicole's discomfort, and would have made every effort to resolve the situation. Tim D. has been in contact with HR in Boston, and all employees at CMMCP will attend a seminar on sensitivity or sexual harassment in the near future. Nicole's resignation will significantly impact the restoration program, as well as other areas of our program. Tim & Tim will work to get up to speed in the restoration program, and this position will be posted soon.

The Commission was given a report of the mosquito-borne virus activity to date in Mass, NE & the US. No virus has been identified in the CMMCP service area.

A meeting was held at the Project office between DEP, USCOE and several mosquito districts on Aug. 1, 2004. The main topic was the IP permit for freshwater ditch maintenance. Work will continue on this permit process.

Tim D. gave the Commission a copy of the satisfaction survey requested at last month's meeting for review. Postcards will be mailed and residents will be asked to log on to a blind link on the CMMCP website and fill out a short survey. The topics that will be covered will be: satisfaction with the administrative staff, satisfaction with the website: response time from initial request to service; satisfaction with the field staff and their competence; satisfaction with the service(s) provided & the costs; and an overall satisfaction rating. The Commission stated that 1,000 postcards should be mailed to a random sampling of this year's request, and Tim & Tim will work to compile the results, with a report to the Commission year end. Mr. Day will be mailed a copy to have his comments/revisions noted. The postcards will be mailed sometime in September after the ULV season is over.

The Commission received copies of the CMMCP Capital Plan for review. Tim D. has updated the plan, and invites comments from the Commission. Mr. Mazzuchelli stated this is a good document, and that updates should be added as they are identified.

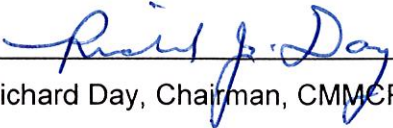
The next discussion centered on the SRB memo, dated July 12, 2005. A response has been drafted, and the Commission will review this draft and make their revisions. Mr. Day will be mailed a copy for his review, and once it is accepted it will be mailed to SRB with a copy of our Capital Plan.

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The final topic centered was again on "measurables" that can be used for employee performance reviews. Tim D. will work on this for an upcoming meeting, and discussion centered on the difficulty in this agenda item. More information will be forthcoming.

The meeting adjourned at 12:15 PM.

Approved: 
Richard Day, Chairman, CMMCP

Date: Sept. 8, 2005

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