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## CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

### MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 12, 2006  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Pablo Noguera, George Smith, Tim Deschamps & Tim McGlinchy

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1. The minutes of the December 8, 2005 CMMCP Commissioner's minutes were unanimously approved on a motion by Mr. Noguera, seconded by Mr. Smith.
2. The following payrolls were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Smith:

Dec. 10, 2005	\$14,402.40	Dec. 17, 2005	\$14,738.80
Dec. 24, 2005	\$14,738.80	Dec. 31, 2005	\$14,738.80
Jan. 7, 2006	\$14,738.80		
3. Submitted invoices for January 12, 2006 totaling \$85,978.09 were unanimously approved on a motion by Mr. Mazzarella, seconded by Mr. Smith.
4. **Work Schedule:** Tim M. reports that the crews have completed restoration jobs in Millbury (excavator), Hopedale, Hudson, Chelmsford & Billerica. Stream maintenance goals of 2,500 feet per town for 2005 were met by all crews. Crews are inside performing maintenance on equipment during inclement weather. We have restoration jobs in progress in Chelmsford, Stow, Natick, Northbridge and Hudson. Jobs on deck include Wilmington, Stow (2), Hudson, Southboro, Natick, Northbridge, Auburn & Sherborn. Tim M. reports that Facility manager Tim Welch is currently retrofitting a ULV spray machine with remote start.
5. **Old Business:** Tim D. has no new information on the phone system upgrade. He is waiting to hear back from the contracted vendor as to our options and costs.

Tim D. passed out some information on Employee Performance Standards. After discussion, it was agreed to continue work on this, specifically for the Project. Bi-annual reviews are expected to be completed by the February Commission Meeting.

#### 2006 Meeting Schedule:

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

The Sexual Harassment seminar is scheduled for January 16, 2006 at the Waltham Field Station. All CMMCP employees have been registered and told this is mandatory training.

No new information on the satisfaction survey was available, it is expected that the results will be tabulated by the February meeting.

6. **New Business:** The new employee's probationary status was discussed. We have 2 new employees on probation, and they are scheduled to take the Core License exam this month. Once they pass this test Tim and Tim will discuss their job performances with their Crew Leaders and the Operations Foreman to decide whether to tender them full time employment.

The restoration meeting held here on January 10 between mosquito control personnel was well attended, topics of discussion included the BMP, GEIR standards and USCOE 404 permits. Additional meetings are intended but not currently planned.

The CMMCP Annual Report is planned to be completed around mid-February, we are waiting for year-end collations, department reports and for our new photocopier to be hooked into the network.

We have a First Aid/CPR/AED training session set with the Red Cross of Worcester on February 17, 2006. All CMMCP employees will attend. It is also anticipated we will have our annual Right to Know training in-house some time soon.

A representative of DCAM will be on site on January 18 to look over our facility to get more information on the RFR for our new lease. They have extended our current lease for 1 year.

Tim D. reports that Frank Cornine, Surveillance Technician for the past few summers has written a senior thesis on his research done this past summer. Tim has copies and Frank has agreed to have it included in the Annual Report and on our website.

The meeting adjourned at 11:50 PM.

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

Date: Feb. 9, 2006

2006 Meeting Schedule:

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