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CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: February 9, 2006
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Dean Mazzarella, Pablo Noguera, George Smith, Tim Deschamps & Tim McGlinchy

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1. The minutes of the January 12, 2006 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:

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|---------------|-------------|---------------|-------------|
| Jan. 14, 2006 | \$14,738.80 | Jan. 21, 2006 | \$14,738.80 |
| Jan. 28, 2006 | \$14,826.00 | Feb. 4, 2006 | \$14,475.60 |

3. Submitted invoices for February 9, 2006 totaling \$81,584.48 were unanimously approved on a motion by Mr. Noguera, seconded by Mr. Smith.

4. **Work Schedule:** Tim M. reports that the crews have completed restoration jobs in Hudson (2), Natick, Chelmsford, Wilmington, Sherborn, Auburn, Northbridge (3), Stow (2), Holliston and Billerica. Crews are inside performing maintenance on equipment during inclement weather, and have built a storage shed. We have restoration jobs in progress in Hopedale, Fitchburg, Chelmsford and Hudson. Jobs on deck include Southboro, Billerica, Ayer, Berlin, Westboro, Hopedale, Holliston, Natick and Sherborn. Tim M. is out checking on the field staff on occasion, as is Operations Foreman Ed Storonsky. From the Safety Committee, Tim reports that we have installed a "Work Days without Injury" sign, and our record to date is 432 days without an injury requiring a report to the Workmans Compensation system. This board will be updated monthly. The Safety Committee also requests rain ponchos for culvert cleaning work during rainy days. Tim D. will look into this. Tim M. also reports that they have come up with a rough schedule, meeting every three months or as needed. He reports that the members are appreciative of the opportunity to have a voice in the administration.

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.

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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 being done and are expected to be completed by the March Commission Meeting.

The Sexual Harassment seminar was held on January 16, 2006 at the Waltham Field Station. All CMMCP employees were in attendance. Tim D. has the sign off sheets and certificates of attendance.

Initial information on the satisfaction survey was made available to the Commission; a formal report will be ready for the March meeting with color graphics, etc. The initial report is very favorable, with one area that needs addressing; our Field staff needs to hand out our PR material to more residents, only 40% recall receiving any information.

Data for the CMMCP annual report is being collected and analyzed; the report should be done by the March Commission meeting.

6. **New Business:** Tim D. reports that House 1, the Governor's recommendations for agency budgets has been received and we are on track to receive the FY07 budget request of \$1,473,888 approved by the CMMCP Commission at the October 13, 2005 meeting. SRMCB will certify the budget requests at one of their meeting soon.

A State Reclamation & Mosquito Control Board meeting is scheduled for February 15th at the Waltham Field Station. It has been reported that long time SRMCB member Charlie Burnham has resigned from the Board, and Mike Gildesgame from DCR has been appointed in his place. Charlie is retiring from State service in a few months.

Tim D. and Tim M. have signed up for a NIMS training session, NIMS IS700. Mark Buffone, Chariman of SRMCB has set this training up and has stated that it is strongly recommended for all Project administrative staff. The date of the training session is February 28, 2006. Several Commissioners stated they are aware of this training, and commented that it is available online as well.

There is an MDPH meeting scheduled for March 3rd. Tim, Tim and Curtis will plan to attend. It is expected that this is an initial meeting to kick off the 2006 surveillance season.

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Tim D. has asked the Commission for approval for Tim D. and Tim M. to attend the New Jersey Mosquito Control annual meeting from March 15-17. This meeting has been attended by CMMCP personnel for several years, and the Commission granted approval for Tim and Tim to attend this year.

Tim D. reports that Matthew Fargnoli, Field Technician told him on the morning of January 31, 2006 that he lost his drivers license due to a DWI arrest over the weekend of January 28-29, 2006. Matt has been placed on unpaid suspension, pending review of his employment. Tim has no further information at this time, and will report to the Commission Chairman of any action that is taken before the March Commission meeting.

Project field staff Giles St. Germain and Mike Pojani will be scheduled for the Category 47 (pesticide certification) exam sometime in March. Tim is looking into whether Wetland Project Coordinator Amanda Hope will need to take the core exam, or can go for the specialty right away.

Tim D. is pleased to report that new employees Sean Healy and Jonathan Briggs have passed their core exams and have been tendered permanent employment at CMMCP, both at Field Technician Grade A. Jonathan passed on his first try but Sean did have to take a second exam before passing.

We have the annual CPR/AED/1st Aid training scheduled for Feb. 17, 2006. All CMMCP employees have been signed up for recertification.

The meeting adjourned at 11:55 PM.

Approved: _____


Richard Day, Chairman, CMMCP

Date: _____

3-9-06

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