

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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

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1. The minutes of the September 14, 2006 CMMCP Commissioner's minutes were unanimously approved on a motion by Mr. Mazzuchelli, seconded by Mr. Smith.

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

Sept. 16, 2006	\$15,915.60	Sept. 22, 2006	\$16,765.46
Sept. 30, 2006	\$15,915.60	Oct. 7, 2006	\$15,915.60
Oct. 14, 2006	\$15,915.60	Oct. 21, 2006	\$15,915.60
Oct. 28, 2006	\$15,915.60	Nov. 4, 2006	\$15,915.60

3. Submitted invoices for November 9, 2006 totaling \$188,634.41 were unanimously approved on a motion by Mr. Mazzuchelli, seconded by Mr. Smith.

4. **Work Schedule:** Tim M. reports that the water management program is in full swing, during inclement weather crews are cleaning roadside culverts and/or performing maintenance on equipment. Restoration jobs completed or in progress are: Hudson, Westboro, Tewksbury, Littleton, Fitchburg, Lunenburg, Clinton, Natick & Shrewsbury. The following towns have projects scheduled: Holliston, Boxboro, Dracut, Acton, Fitchburg, Hopedale, Leominster & Marlboro. Yearly totals will be generated soon and all towns will meet or exceed the 2,500 foot quota by years end. Tim M. reports that the Safety Committee met on Nov. 2, 2006 and reports 624 days w/o injury, but in October a crew member had a bee sting that sent him to the hospital resulting in a workmans comp claim. The injury status board has been reset and we are currently at 22 days without an injury.

5. **Old Business:** Tim D. opened with the arbovirus update for 2006. We have currently ended all surveillance after MDPH shut down accepting submission Sept. 31, 2006. Tim M. would like to give a "tip 'o the hat" to the work crews for their hard work and dedication this past summer.

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At the September Commission Meeting a discussion began regarding updates to the CMMCP fleet. The Commission instructed Tim D. to look in to the possibility of buying four wheel drive vehicles instead of two wheel drive as has been the policy in the past. Tim prepared a spreadsheet showing additional cost ranging from \$15-17k. After additional discussion, it was decided to stay with two wheel drive vehicles, except for the 1986 plow replacement vehicle. Also discussed was adding to the original request from September. As a result, the Commission directed Tim D. to order off state contract replacements for an additional 5 vehicles from last month's discussion, 9 vehicles in all; 2 Ford Rangers, 1 Ford F250 (4WD w/plow) and 6 Chevy Silverados, one for each District crew and one for Staff Entomologist Curtis Best. The vehicle for the Entomologist will also have a truck bed cap and a few other modifications as discussed at the last meeting. Tim D. reports that he has been unable to locate a vendor on state contract for a skid-steer loader, the desire is for the Bobcat make/model due to the plethora of attachments widely available. Tim will continue to work on this issue.

The next agenda item was a review of the vector control responses in Webster on 9/15 & 9/18 and Billerica on 9/25. Maps showing the areas sprayed and the follow up surveillance were reviewed by the Commission.

Tim has still not been notified from DUA regarding the status of the Granger hearing appeal.

A re-appointment packet was sent out to SRMCB on behalf of CMMCP Commissioner Richard Day; at the recent SRMCB meeting they stated they have not had time to interview candidates but interviews will be scheduled at a future time.

Tim reports that he and Tim M. sponsored an employee appreciation luncheon on Sept. 22 to thank the field staff for their hard work and dedication this past summer.

6. **New Business:** An update of the facility lease renewal was the next agenda item. RFP advertisements have been placed in the Legal Notice section of the Metrowest Daily News for 4 weeks as instructed by DCAM. The lease deadline is Nov. 21, 2006 and all proposals will be opened in Boston at that time.

A reminder to the Commission that the NMCA Annual Meeting in Saratoga Springs, NY will be held Nov. 27-29, 2006. Tim, Tim, Curt, Amanda & Frank have been registered as Delegates, and Amanda

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has worked up a poster on the restoration program at CMMCP for the Poster Session. The 2007 meeting is scheduled to be in Plymouth, MA.

The Commission reviewed a document outlining employee expectations and procedures for reimbursement when attending a conference paid for by the Project. On a motion by Mr. Mazzuchelli, seconded by Mr. Smith this policy was adopted unanimously.

The Commission then reviewed a protocol for working in non-member cities and towns. After discussion, Mr. Mazzuchelli made a motion to accept, seconded by Mr. Smith, passed unanimously.

Tim D. is pleased to report that he attended a Special Town Meeting on the evening of October 16, 2006 in the town of Boylston and the article to join CMMCP passed with a clear majority vote. Full service will begin July 1, 2007, but we may do some advance field surveillance prior to July 1.

Tim, Tim, Curtis & Frank attended a meeting held by MDPH on October 20, 2006 in Canton. A review of the season and the creation of workgroups were the major agenda topics.

Tim D. met with Selectmen from the town of Lancaster on November 6, 2006 at an evening session. Information on mosquito control was presented, and there was a question and answer period, all filmed by local cable TV. There seems to be some interest in the town rejoining the CMMCP service area, more information will be presented to the Commission as it is received.

Personnel status was the next agenda item; Tim D. has been informed from Boston that we are under a hiring freeze; we have 1 open position that will be posted as soon as possible. The 3 new employees have all settled into a routine quite well. A new computer has been received for the GIS department, and the Commission has approved the purchase of a HP5500 or equivalent plotter, in addition to a HP DesignJet 130 or equivalent.

A review of the Standard Operating Procedure manual was discussed next. The Commission received a revised version at the September meeting, and after a motion to accept was received by Mr. Smith, seconded by Mr. Noguera, the revised SOP manual was unanimously accepted as CMMCP policy. All employees will receive a copy, and we will get a signed acknowledgement of receipt.

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Tim M. reports that all field staff were in attendance for the chain saw safety seminar held at the Hopkinton State Park on October 5, 2006. Reviews from the employees were very good.

A forklift certification training class was held at the CMMCP facility on October 23 & 24, 2006. Several employees received their certification in OSHA standard in forklift operation and safety.

A defensive driving course for all CMMCP employees is intended for something this winter or spring.

No correspondences were received for review.

The meeting adjourned at 12:05 PM

Approved: 
Richard Day, Chairman, CMMCP

Date: Dec. 12 2006
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