

fill

## CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

### MINUTES OF THE COMMISSIONER'S MEETING

.....

Date: March 6, 2008  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Pablo Noguera, Paul Mazzuchelli, Tim Deschamps & Tim McGlinchy

.....

1. The minutes of the January 18, 2008 CMMCP Commissioner's minutes were unanimously approved on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.

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

Jan. 12, 2008	\$17,541.60	Jan. 19, 2008	\$17,541.60
Jan. 26, 2008	\$17,541.60	Feb. 2, 2008	\$17,541.60
Feb. 9, 2008	\$17,541.60	Feb. 16, 2008	\$17,541.60
Feb. 23, 2008	\$17,328.08	Mar. 1, 2008	\$17,402.16

3. Submitted invoices for January 10, 2008 totaling \$176,391.16 were unanimously approved on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.

4. **Work Schedule:** Tim M. reports that the work crews have been getting some ditch maintenance done in between periods of inclement weather. During inclement weather, work crews have been in the shop working on *melanura* resting boxes, mapping larval habitat for the GIS program, checking no spray exclusion addresses at Assessor's offices and delivering the CMMCP annual report. Ditch maintenance jobs were completed in Billerica, Chelmsford, Ayer and Hopedale; jobs are in progress in Wilmington, Leominster, Shrewsbury, Hopkinton, Blackstone and Billerica. We have upcoming jobs in Lunenburg, Marlboro, Holliston, Westford, Sherborn, Leominster and Blackstone, with excavator jobs scheduled for Marlboro, Lunenburg and Boxborough. Work crews will start to gear up for the larvicide season shortly.

5. **Old Business:** Tim D. passed out an agenda and notes from the scheduled meeting with DAR Commissioner Peterson. Mr. Peterson was not able attend due to a travel conflict, but Asst. Commissioner Soars was in attendance. Tim commented it was a good meeting, with information about all parts of mosquito control, mosquito-borne virus and inter-agency cooperation. Tim was asked

2008 Meeting Schedule:

---

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

to do two presentations, one on surveillance and the other on public relations. John Smith is working on a summary of this meeting for Mr. Peterson. The CMMCP Commission thanked Rich Pollack for initiating and organizing this meeting.

Our supplemental fund request has been approved; we requested \$67,081 and we have been approved for \$57,498. The request was for 7 ProMist sprayers, Tim has negotiated a lower price for the sprayers of \$9,200 each; at that cost we will only need to add \$6,902. Tim has ordered the sprayers through Clarke Mosquito Control.

All CMMCP annual reports have been delivered to member town boards and are posted on our website. The Executive Summary has been e-mailed to SRB and is also on the website.

Tim D. indicated that the no spray exclusion listing revision is in progress. 473 locations have not been confirmed through street listings, Internet searches and Assessors records. Letters are being mailed starting this Tuesday, and will be staggered over the course of a week or two. We have already received one confirmation and four requests to come off the list.

6. **New Business:** The New Jersey Mosquito Control Association annual meeting is next week, Tim and Tim will be in attendance. Several people from Mass. will be present, and some are giving a presentation. Tim D. has been asked to present a poster on the Natick streambank stabilization project he displayed at NMCA last December.

Tim D. hosted a Cub Scout Den on February 8, 2008 from 4pm to 5:30pm. He had a PowerPoint presentation, a short video, coloring books and craft projects. Entomologist Curtis Best helped Tim with a set up of a microscope and samples of mosquito eggs, larvae and adults.

The annual Clarke Workshop is scheduled for April 8, 2008 from 8am to 1pm. All Commissioners are invited.

Tim and Tim are in the process of completing performance reviews for all employees, they should be done this week. We are using the EPRS systems requested by SRB and HR in Boston. Commission Chair Richard Day will discuss Tim D's review at the close of this meeting.

2008 Meeting Schedule:

---

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

Wetland Project Coordinator Amanda Hope gave a presentation to the field crews on the legal requirements of ditch maintenance, stream morphology, and the work involved in setting up ditch maintenance jobs. Tim and Tim commented that she did a great job, and the Commission thanked her for this presentation. Tim M. stated that we intend to have this presentation, with any new information, at the start of each ditching season.

The Commission was informed that Entomologist Curtis Best will be on extended sick leave to heal an injured leg; this is not a workman comp claim and Curtis has enough sick time to cover this absence, anticipated to be two weeks. Curtis did provide Tim D. with a note from his physician. The Commission was also told of the extended absence of Technician Steve MacNeil. Steve stated he injured his ankle on the job, but notification was not done immediately to workmans comp, so it is unclear at this time whether it will be covered. Tim and Karen are coordinating this through HR in Boston.

Tim D. has advised the Commission there have been several updates to the Project facility, new low flow toilets were installed by the landlord, and we have installed CF light bulbs in place of all incandescent ones, and installed motion sensor light switches in the offices. Tim will have a write up for the next Commission meeting regarding our attempts to save energy, recycle, and "go green".

Tim D. presented the Commission with a quote from the phone system company for \$9,412. This cost will include new phones and wiring, but will only give us the ability to add six more phones lines, lining up them up in a queue system. After discussion it was agreed not to go forward with this proposal.

The CMMCP lease has been signed, at \$6,900/month, a decrease of \$656 per month. This is a 5 year lease.

Tim D. noted he has worked on a request for response (RFR) for pesticide equipment, and another one for storage with John Smith at Norfolk. Both RFRs have been sent to Boston and have been posted, and the pesticide equipment one will be awarded soon.

Tim presented the Commission with a cost proposal for electronic recording of larviciding and adulticiding from B&G Equipment. This system will allow the technicians to record all survey and application data for larval control, and will record spray routes for adult mosquito control. It also has the capability to expand for our ditch maintenance program, as well as the weekly man-hour reports. The total cost will be in the range of \$45-55K, and after lengthy discussion, a motion to accept from Mr.

2008 Meeting Schedule:

---

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

Noguera was heard and seconded by Mr. Mazzuchelli. The Commission unanimously voted to accept this proposal and move forward with this reporting system.

CPR/AED and First Aid training with the Red Cross for all personnel was held on Feb. 25, 2008.

Forklift operation and safety training is scheduled tomorrow, Mar. 7, 2008, for 8 CMMCP personnel.

Tim M. presented the Commission with a detailed breakdown of the Children's Protection Act (CPA) compliance rate in our service area. 49.5% of schools have electronic plans, and of those 37% include our products (this also includes some hard copy plans). Although compliance rates have increased each year, we are not even close to full compliance, so Tim M. anticipates another mailing to Superintendents in the near future.

Tim D. had a strategy session for department heads on Feb. 13, 2008 to discuss potential research projects, equipment needs and the upcoming mosquito season. Additional meetings will be scheduled.

Tim D. has been invited to the Tewksbury Health Fair on April 23, 2008 from 3pm-7pm and will attend.

No correspondences were received for review.

The meeting adjourned at 11:55 PM

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

Date: May 8, 2008

2008 Meeting Schedule:

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