

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 13, 2010
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Paul Mazzuchelli, Sam Telford, Tim Deschamps & Tim McGlinchy

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At 11:26 AM Commission Chair Richard Day declared there was a quorum and the meeting commenced.

1. The minutes of the December 16, 2009 CMMCP Commissioner's minutes were tabled until the February meeting.
2. The following payrolls were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford:

Dec. 19, 2009	\$18,450.80	Dec. 26, 2009	\$18,450.80
Jan. 5, 2010	\$18,450.80	Jan. 9, 2010	\$18,450.80
3. Submitted FY10 invoices for January 13, 2010 totaling \$90,774.34 were unanimously approved on a motion by Mr. Telford, seconded by Mr. Mazzuchelli.
4. **Work Schedule:** Tim M. reports that work crews have been working inside for the better part of the prior two weeks due to inclement weather. They have performed maintenance on both the project facility and vehicles during that time. Snowmelt has allowed the crews to get back out performing ditch cleaning this week. Hand clean projects were done in Clinton and Westford, and excavator work has been completed in Boxboro and Acton. Ditch maintenance jobs are ongoing in Hopedale, Webster, Leominster, Northboro & Billerica. We have an excavator job ready in Sherborn. Other jobs are ready in Billerica, Sherborn, Webster, Northbridge, Lunenburg, Auburn, Hopkinton & Fitchburg. 489 tires were removed as part of out tire program from Billerica.
5. **Old Business:** The CMMCP tire program completed work in Hopedale and Milford with 123 tires from 23 residents, and 489 tires from a pile in Billerica as previously reported. We have been in contact with Routhier and they can bring a container to our site at an annual cost of about \$650 to allow us to hold tires until they are ready for pickup. Tim M. has worked up a database of about 500 sites in our service area with tire piles. We have expended our grant from the NMCA, but will await word from our

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grant request from the Northeast IPM Council, and Tim D. feels we have some room in our budget to continue this program regardless of our success with this grant.

Tim D. is finishing up the 2009 resident survey and will have a report for the February meeting.

The CMMCP Employee Handbook was passed out for review; two recent additions already voted are the vacation transfer policy and the drug testing policy. Commissioners are asked to review this document and provide comments and possible vote to accept the document in full at the February meeting. Tim D. will mail copies to those Commissioners not present today.

The CMMCP SOP Manual and Capitol Plan will be ready for review over the next few months.

6. **New Business:** There is a small revision in the 2010 meeting schedule, the December 2010 meeting has been pushed out one week to allow attendance at the NMCA meeting.

The SRMCB has set up mandatory training on January 27, Tim D. has sent in the roster of attendees; if a Commissioner cannot attend he asks to be notified ASAP.

The Commission discussed the FY11 budget request; it was agreed to keep this on the agenda for further discussion.

In reading the SRMCB minutes from November 19, 2009, it appears that SRMCB may be formulating a policy for public meetings regarding our budget process. Additional information will be presented when it is received.

COLA and/or merit pay was discussed next. After discussion it was decided to give all full time employees one step raise retroactive to July 1, 2009, at an annual cost of about \$28,000. This was voted unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford, specifically:

EMPLOYEE	NEW RATE
Ed Allard	\$17.95
Jay Begin	\$30.95
Curtis Best	\$36.07
Jonathan Briggs	\$19.86
Frank Cornine	\$21.07
Timothy Deschamps	\$50.45
Richard Greite	\$31.87
Sean Healy	\$18.49

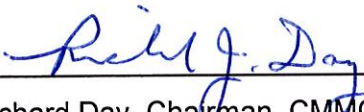
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Patrick Horgan	\$17.43
Timothy McGlinchy	\$36.74
Karen Millet	\$20.92
Katrina Proctor	\$24.43
Michael Pojani	\$20.47
Jeffrey Provost	\$17.43
Edward Storonsky	\$34.31
Charlie Swinerton	\$22.36
David Walsh	\$17.43
Timothy Welch	\$25.57

Under this vote it was also determined that contract employee Julianna Miller will receive a \$2.00 hourly raise bringing her hourly salary to \$13.00 per hour, retroactive to July 1, 2009. Tim will determine if we can add her to our FTE staff, if not will also determine if we can offset her fringe benefit costs to allow us to keep her on staff.

No correspondences were presented for review at this time.

The meeting adjourned at 12:15 PM

Approved: 
Richard Day, Chairman, CMMCP

Date: 2-10-010

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