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CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: February 10, 2010
Time: 10:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, Dean Mazzaella, Paul Mazzuchelli, Sam Telford, Tim Deschamps & Tim McGlinchy
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At 10:07 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 approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.
2. The minutes of the January 13, 2010 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford.
3. The following payrolls were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford:

Jan. 16, 2010	\$18,450.80	Jan. 23, 2010	\$19,071.30
Jan. 30, 2010	\$17,987.24	Feb. 6, 2010	\$17,488.64
4. Submitted FY10 invoices for February 10, 2010 totaling \$88,174.78 were unanimously approved on a motion by Mr. Noguera seconded by Mr. Telford.
5. **Work Schedule:** Work crews have been able to work out in the field despite the cold temps. Work is or has been conducted in all five districts since the commission last met. Stream cleaning jobs have been completed in Hopkinton, Fitchburg, Webster, Leominster and Northboro. Stream cleaning jobs are currently going on in Berlin, Billerica, Auburn, Fitchburg and Webster. The excavator has a completed job in Acton, with one section to be worked on during summer low flow period. An excavator job is currently ready in Sherborn but will be postponed until the ground thaws. Hand work is ready in Billerica, Sherborn, Northbridge, Lunenburg, Auburn, Shrewsbury, Marlboro, Fitchburg, Tewksbury, Dracut and Hopedale. Tim comments we may coordinate a tire recycling/removal program with Hudson Board of Health.

2010 Meeting Schedule:

January 13, February 10, **March 17**, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 15

6. **Old Business:** The 2009 resident survey is completed and a report was given to the Commission. Tim D. commented that the overall number were lower, but only slightly. Tim M. did a comparison to the previous three surveys that showed online requests have equaled the phone system as a point of contact and more residents report receiving PR materials from our technicians.

A review of the CMMCP Employee Handbook was discussed. Commissioners have had the current version for the past few weeks to review, and no additions or revisions were deemed necessary at this time. On a motion by Mr. Mazzuchelli, seconded by Mr. Noguera, the CMMCP Employee Handbook, as revised February 10, 2010, was unanimously accepted.

The CMMCP SOP Manual will be ready for review next few month, with the Capitol Plan ready shortly thereafter.

7. **New Business:** Tim D. has a meeting scheduled with the Joint Boards of Selectmen of Harvard, Shirley and Ayer regarding Devens joining the Project on March 25, 2010 at 7:30pm. He has corresponded with them over the past few weeks sending information on our program.

The 2009 annual reports are in production and should be ready for delivery to town halls sometime in the next few weeks.

The New Jersey Mosquito Control Association annual meeting will be from March 10-12 in Atlantic City, NJ. Tim and Tim have been asked to represent NMCA with all costs borne by the association. On a motion by Mr. Noguera seconded by Mr. Mazzarella the Commission voted unanimously to allow Tim and Tim to be paid regular compensation for this training session. The March Commission meeting will have to be pushed ahead; Tim will coordinate with the Commissioners and send the revised meeting date into the Secretary of State and A&F once a date is confirmed.

The Commission discussed the mandatory training session and the SRB meeting that followed afterwards. Discussion on the impending policy for the budgetary process ensued.

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

Tim M. had a brief report on the CPA compliance in member cites and towns. He will have more information in a month or two.

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Additional arbovirus testing was discussed with Commissioner Sam Telford. He and Tim D will work on a proposal to present to MDPH for input.

Tim D. has a meeting with the Uxbridge Conservation Commission on Feb. 16, 7pm. Commissioner Sam Telford has agreed to go as well. It is expected the ConCom will write a letter to the Town manager recommending that the town withdraw from our program. More information will be presented at the March meeting.

Tim reports we had one resignation from the field staff last month. He will coordinate with HR to post this position soon.

Tim M. presented the Commission with information he gathered from member Boards of Health (and other departments if necessary) regarding their merit/step/COLA activities for FY10. He was not able to contact the towns of Lancaster and Clinton, but of the remaining 36 towns, 26 (72%) gave out some sort of increase, or a combination of increases.

CPR/AED training has been set up for Project personnel on April 2, 2010.

No correspondences were presented for review at this time.

Tim M. noted to the Commission he just completed a Masters program in public policy; the Commission congratulated him on this accomplishment.

The meeting adjourned at 11:38 PM

Approved: _____


Richard Day, Chairman, CMMCP

Date: 3-17-2010

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