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CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: February 8, 2012
Time: 11:00 AM
Place: CMMCP headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, Dean Mazzaella, Sam Telford, Tim Deschamps & Tim McGlinchy
Paul Mazzuchelli was not in attendance.

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1. At 11:05 AM Commission Chair Richard Day declared there was a quorum and the meeting began.
2. The minutes of January 11, 2012 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzaella, seconded by Mr. Telford.
3. The following payrolls were approved unanimously on a motion by Mr. Mazzaella, seconded by Mr. Noguera:

Jan. 14, 2012	\$18,076.40	Jan. 21, 2012	\$18,076.40
Jan. 28, 2012	\$18,076.40	Feb. 3, 2012	\$18,076.40
4. Submitted FY12 invoices for February 8, 2012 totaling \$102,150.88 (including payrolls) were unanimously approved on a motion by Mr. Mazzaella, seconded by Mr. Noguera.
5. **Work Schedule:** Work crews are now performing ditch maintenance jobs that were set up by our wetland project coordinator, Katrina Proctor. It has been a productive winter as the crews have not been shop bound by heavy snowfall. The excavator just completed jobs in Tewksbury and Billerica, and there are jobs ready to go in Leominster (2), Hopedale and Marlboro. We are waiting for permission for one project in Westford. Crews are currently working in the following towns performing hand cleaning jobs: Boxboro, Billerica, Southboro, Hopkinton and Blackstone. Crews have finished work in Natick, Marlboro, Millville, Blackstone, Northbridge, Westford and Billerica. In the past month we have worked in 3 towns, Millbury, Hudson and Shrewsbury removing 68 tires. Our total to date in this program is 59.36 tons of tires removed and recycled. Tim M. will have an update on the CPA at the next Commission meeting.
6. **Old Business:** Tim D. had an update on our NPDES permit. The Notice of Intent (NOI) for the NPDES permit was filed it electronically, and we are waiting for a review from NMFS (National Marine Fisheries Service) because some of our service area borders the Merrimac River. An EPA agent from

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Washington did call our office last week and ask why we stated we needed an NMFS review since their maps did not show our area to be of concern, and she noted that this will delay the permit by a few weeks.

The SRB had a quarterly meeting on Jan. 25, 2012 at the Northboro Library. Agenda topics included the new budget policy revision (form SRB-3), and Bob Kubit from DEP was there to answer questions about the NPDES permits.

The Commission discussed the recent letter sent from SRB regarding form SRB-3. After discussion it was decided to send out form SRB-3 as soon as possible to all member cities and towns Boards of Health, asking them to bring it up to the Town Administrator, Manager, etc. It was also decided to include a cover letter explaining the form to try and answer some anticipated questions.

7. **New Business:** The CMMCP Commission handed in their Open Meeting Law certification documents stating they have received the new Open Meeting Law information. This information was also sent out last year, but since several members have not been officially re-appointed, it is felt that it would be a good idea to sign this certification document each year. Mr. Mazzarella stated that in the new regulations there is information on attending a meeting by phone, and should the need ever arise we should be aware of the process.

The SRB will hold their next quarterly meeting on March 14, 2012 at the Cape Cod Community College.

Our next scheduled Commission meeting date will need to be moved ahead one week due to the SRB meeting; it was agreed to hold it on March 21, 2012 at the Northboro office. Tim D. will make the necessary notifications.

The annual Clarke Workshop will be held at the Northboro office on Mar. 22, 2012.

The New Jersey Mosquito Control Association will hold their annual conference from Mar. 28-30, 2012. Under permission granted from the Commission, Tim and Tim will most likely attend; a travel request form has been submitted to Boston.

Tim D. will be co-teaching at the Environmental Health Training in Emergency response seminar in Norwood on April 4, 2012. His section will be on Vectors & Pests.

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The CMMCP annual reports are being complied and should be done shortly. We will send out an electronic notification like we did last year and only print reports that have been requested.

Discussion continued on the revisions to the CMMCP pay scale and performance review system. Tim D. handed out the performance review paperwork that has been used in recent reviews, this is the same version used by the State. With the exception of adding one meeting to the review process, we will be able to use this form without any revisions.

Tim D. has been told by HR in Boston that we can add 2 additional FTE without impacting our open Foreman position. Tim will work some budget numbers and may get the process rolling soon.

The open Foreman position was briefly discussed, but since we had a rather significant vacation time buyout, we will defer any decisions until after the spray season.

Tim has contacted most seasonal staff, and has heard from one that will not be returning. We will have at least 3 open positions, and Tim will start the process shortly.

4 employees will attend 2 different seminars on the Dig Safe notification process – registration is free.

2 employees are registered to upgrade their pesticide licenses from Core to category 47 in March.

With the new NPDES permit and PDMP plan in place, we will have staff training soon.

Tim and Tim worked up a policy on excavator operation & safety for the CMMCP SOP manual.

8. No correspondences were received for review.
9. Public comment – none (no public in attendance)
10. The meeting adjourned at 12:15 PM. **Next meeting date March 21, 2012; same time & location.**

Approved: _____

Richard Day, Chairman, CMMCP

Date: 3/21/2012

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