

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 9, 2013

Time: 11:00 AM

Place: Northboro Free Library, 34 Main Street, Northborough, Massachusetts 01532

Present: Richard Day, Pablo Noguera, Dean Mazzarella, Paul Mazzuchelli, Sam Telford, Tim Deschamps & Tim McGlinchy. Members of the public included Bruce Desilets, Uxbridge Selectman; Tom Gregory, Shrewsbury Asst. Town Administrator and Jim White, Natick Board of Health Director.

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1. At 11:10 AM Commission Chair Richard Day opened the public meeting for the 2012 Work Summary and proposed FY14 budget with a brief introduction stating the proposed budget amount for FY14 and the process of notification that was used to schedule this meeting.
 2. Tim Deschamps presented the audience with a PowerPoint presentation detailing the work performed in 2012, as well as a breakdown of the proposed budget for FY14; a printout was available of this presentation for the audience. After the presentation he was asked by Mr. Gregory if the amount for the town of Shrewsbury would remain as stated in Form SRB-1, and he was told that this budget request was not certified by the SRB at this time, and the amount may change if the budget request changed or if additional towns join CMMCP, but it should remain very close to what was listed. Mr. Desilets had e-mailed the day before stating he was coming to the meeting, and asked why Uxbridge's assessment was so large compared to other towns. The assessment formula was explained to him, and his reply was that he supported our program, that the assessment was small compared to someone getting sick, and he didn't realize his town was so large. Mr. White asked for a breakdown of assessments for previous years, and Tim D. stated he would provide that to him by e-mail. We also received a letter from Westford Board of Health stating that they could not attend today's meeting, but wanted more testing sites in their town since they pay a larger share to CMMCP than most other member communities, and because they have a large town. We have since replied stating that we were reviewing our surveillance network, and will be asking for additional testing from MDPH. At 11:35 AM Chair Richard Day closed the public meeting and we took a short break.
 3. At 11:45 AM Chair Richard Day declared there was a quorum and the CMMCP Commission meeting began. Our 3 guests departed and thanked us for providing the budget and work summary information.

2013 Meeting Schedule:

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

4. The minutes of December 12, 2012 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Noguera..

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

Dec. 14, 2012	\$18,926.20	Dec. 21, 2012	\$18,918.44
Dec. 28, 2012	\$18,441.68	Jan. 5, 2013	\$18,715.44

6. Submitted FY/13 invoices for January 9, 2013 totaling \$87,860.28 (including payrolls) were unanimously approved on a motion by Mr. Mazzarella, seconded by Mr. Noguera.

7. **Work Schedule:** Tim M. reports that the work crews are currently out performing ditch maintenance projects. They were able to meet the goal of 2,500 feet of stream cleaning in each town in 2012. Part of December and January has been spent in the shop performing maintenance duties due to weather. Ditch maintenance jobs (hand work) were completed in Natick (2 sites), Blackstone, Leominster and Westford. Ditch maintenance projects (hand work) are in progress in Tewksbury, Lunenburg, Northboro and Blackstone. No excavator jobs were completed since our last meeting, but we have one in progress in the town of Hopedale. There are ditch maintenance projects (hand work) ready to go in Wilmington, Billerica, Dracut, Chelmsford, Lunenburg, Fitchburg, Hopkinton, Natick, Milford, Auburn, Millbury, Sherborn and Marlboro. We have excavator jobs ready in Westford and Northboro with other jobs pending permission. We collected 25 tires in Marlboro, bringing our totals to 93.31 tons recycled.

8. **Old Business:** Tim D. once again presented the Commission with the FY14 budget number amount voted Dec. 12, 2012 of \$1,890,213, a 3.75 % increase (+\$68,320).

Tim reports that the \$12,000 assessment for Devens has been received and deposited in our account.

9. **New Business:** The Commission was presented with a copy of the state's Conflict of Interest Law and signed an acknowledgment of receipt.

The pesticide exclusion regulation was mailed to all town and city clerks with a cover letter requesting this information to be posted in local media.

The Commission granted approval for Tim & Tim to attend the NJMCA meeting again this year, which is a joint meeting with AMCA. A TAF will be filed for approval with Boston.

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The SRB will have a quarterly meeting on Cap Cod on Jan. 23, 2013.

Tim D. completed our annual PESP survey to allow us to continue to be a participant in this program.

The 2012 Annual Operations Report are due to SRB by Jan. 23, Tim D. completed it on Jan. 8 and e-mailed it to Mr. Buffone, as well as posting it on our website.

The EPA had a webcast on Jan. 8, 2012 regarding their annual reporting system, Tim plans to file this report by the end of this week and post it on our website – it's due Feb. 15, 2013.

We received a \$1,000 grant from NMCA to put towards printing a new brochure for the senior citizen educational program. Tim D & Frank Cornine are working on the brochure and will present the Commission with a draft shortly.

DCAM was on site Jan. 10 and looked at our facility, and discussed possible expansion and/or a new facility in another location. Our lease expired in October of 2012, and we are working on a 1 year extension under the previous terms. DCAM acknowledges with are very pressed for space.

A draft letter composed by Tim D. was reviewed by the Commission asking SRB to advocate with MDPH for additional testing for CMMCP. After discussion about this item and several other testing options, Mr. Day signed the letter. It is hoped this will be an agenda item for the January SRB meeting.

Tim & Tim will present the Standard Operations Protocol (SOP) Manual for review to the Commission in February with any revisions, with an anticipated vote in March.

The CMMCP annual report is in production and will be posted on our website when completed. We will also send a memo to member town departments to let them know the report is posed, and hard copies are available upon request.

Participation in the Extended Illness Leave Bank (EILB) is available for CMMCP employees again this year. The Commission was given a brief summary and Q&A available from HRD, as well as a copy of our internal policy as revised April 13, 2011. On a motion by Mr. Mazzearella, seconded by Mr. Telford it was unanimously voted to allow CMMCP employees the option to participate in this program if they meet all the criteria spelled out in these policies. Tim will coordinate the paperwork with HR.

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The open Foreman position was again discussed. Tim D. had sent this request to HR in November, and has also been asked for and given several justifications for the position over the past few months. The Commission expressed frustration with the delay and directed Tim to move forward with this process since a lot of time has elapsed and morale amongst the crews has begun to suffer.

Job specs for a new classification at CMMCP was discussed, Wetland Project Specialist. This position is intended to be staffed by personnel to assist in the ditch maintenance program, but more importantly dealing with beaver issues that are becoming more and more frequent. We have seen increased requests from member communities for assistance with this issue, from Boards of Health, Selectmen, Conservation, Highway Departments and residents. This new classification has been discussed and tabled several times, and on a motion by Mr. Mazzarella, seconded by Mr. Telford it was unanimously voted to create this classification, and staff it in the near future once we are ready to fill the 2 additional FTE positions outlined in the FY14 spending plan sent into Boston in August of 2012. A beaver seminar is planned in February as an educational opportunity for MCP personnel.

We received 4 used ProMist sprayers from Norfolk County that we will work to restore and place them in our fleet for the upcoming season.

CPR, first aid and AED refresher training will be available for CMMCP employees from the Red Cross on Feb. 8, 2013.

UNIVAR will have training for mosquito control personnel on Feb. 14, 2013 in Foxboro, MA free of charge. Pesticide education credits will be available.

AMCA will have a free webinar on Jan 31 titled "WNV in the US: Epidemiology & Surveillance".

10. We received one correspondence from the Westford Board of Health that was discussed during our budget meeting.
11. Public comment – none (no public in attendance)
12. The meeting adjourned at 12:40 PM. **Next meeting date is Feb. 13, 2013 at the Project office.**

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

Date: April 10, 2013

2013 Meeting Schedule: