

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: October 9, 2013
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Dean Mazzaella, Sam Telford, Tim Deschamps & Tim McGlinchy. Not present were Paul Mazzuchelli & Pablo Noguera.

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1. At 11:10 AM Chair Richard Day declared there was a quorum and the meeting commenced.
2. The minutes of Sept. 11, 2013 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. Telford:

Sept. 14, 2013	\$23,193.43	Sept. 21, 2013	\$22,064.20
Sept. 28, 2013	\$21,463.12	Oct. 5, 2013	\$20,417.2

4. Submitted FY/14 invoices for Oct. 9, 2013 totaling \$143,595.49 (including payroll) were approved unanimously on a motion by Mr. Mazzaella, seconded by Mr. Telford.
5. **Work Schedule**: Tim M. reports that the majority of crew members are now working on ditch maintenance programs along with tire removal projects. There are some crew members who will assist running traps until the end of the week; the surveillance program ends this Friday (Oct. 11). Ditch maintenance jobs (hand work) were completed in Auburn (2), Northbridge, Hudson, Billerica, Wilmington and Sturbridge. Ditch maintenance jobs are in progress (hand work) in Lancaster, Billerica and Sturbridge. We have ditch maintenance jobs (hand work) ready in Wilmington, Billerica, Dracut, Westford, Acton, Lunenburg, Fitchburg, Stow, Leominster, Northboro, Hopkinton, Natick, Sherborn, Milford, Holliston and Millbury. We had excavator jobs completed in Sherborn, Marlboro, Sturbridge and Northboro. We have excavator jobs ready in Westboro, Leominster, Hudson (2) and Southboro. In the tire program we participated in "Zero Waste Day" in Tewksbury, collecting 135 tires. We had residential pick ups in 9 member towns, totaling 77 tires. That makes 2.12 tons (212 tires) collected and recycled since the Commission last met, and 108.61 tons (10,861) recycled to date.

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: TBD

6. **Old Business:** Tim D had current information for the Commission on recent arboviral events statewide and in the CMMCP service area.

Massachusetts Day at the Big E was held on Sept. 19. CMMCP and Berkshire County MCP shared a table with educational materials. Tim & Tim report excellent feedback from those that visited our booth.

NMCA will have their annual Field Day on October 17 in Carver, MA. CMMCP staff will attend, and we will receive 2 CEU for our pesticide licenses, as well as participation certificates for spill training.

Our 2013 resident survey is underway; 1,500 postcards have been mailed to random residents that sent in service calls this year. Tim D expects to have a report for the next Commission Meeting.

7. **New Business:** No additional information about the EEE horse in Tyngsboro was available.

Tim D was requested by the Gardner Health Department to work up a letter they can present to the City Council & Mayor on our program. This letter has been reviewed by and sent to the Health Department.

Devens will continue participation in our program for 2014; SRMCB will work up an invoice and send to them for payment; \$12,000 will be the assessment (no change).

The FY15 preliminary budget amount was due to SRMCB in mid-September. Tim D has proposed budget figure of \$1,997,933 (+2.5% or \$48,730). This amount can be revised if needed until late spring in 2014. On a motion by Mr. Telford, seconded by Mr. Mazzarella, it was voted unanimously to accept this amount as the FY15 budget.

The Commission discussed a date for the FY15 budget meeting, and it was decided to once again hold it during a regular Commission Meeting in January. The date will be January 8, 2014 at 11am. Tim D will coordinate with SRMCB, member communities & the Northboro Free Library (for meeting space).

Tim D. met with the Groton Board of Health on October 7, 2013 at 7:30pm. Discussions on how best to present our program at Special Town Meeting were held, and Tim is coordinating with the BOH Chair. The Special Town Meeting will be held October 21, 2013.

Uxbridge will have a Special Town Meeting on November 19, 2013.

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The SRMCB will hold a meeting in Attleboro on November 20, 2013 (note date change).

The December Commission Meeting dates conflicts with the NMCA conference; we will discuss this at the November Commission Meeting.

Tim D. had information on the recent theft of Project property (catalytic converters on 3 trucks). A report was filed with the Northboro Police Department, State Auditor's Office, and SRMCB has been made aware. The Northboro Police came by this morning to collect more information (truck registrations). Tim has requested a police report, to be kept on file and also sent to SRMCB.

Only one CMMCP employee gave a résumé and cover letter to Tim D for the Wetland Specialist position during the posted time frame, Jonathan Briggs. Ryan Pontbriand gave Tim his information a few days past the deadline. After discussion, Tim was instructed to withdraw this posting, but continue to move forward with the beaver mitigation program. We will have various employees working in this program, and maybe after a period of time the position will be re-posted.

Tim will present the most recent version of the CMMCP employee manual for Commission review at the next meeting.

Tim M is performing employee reviews for all CMMCP staff under his authority.

Tim D had discussions with HR in Boston, and it may be possible to increase our FTE staff if the Commission decides to move in that direction in the future.

Tim D had recent contact from our Office Manager Karen Millet. Her current situation has not changed, and she will remain on leave for the foreseeable future. After discussion it was voted unanimously on a motion by Mr. Mazzearella, seconded by Mr. Telford to increase the hourly salary of Ellen Holmes from \$14.00 to \$15.50 effective October 14, 2013. This change is necessary because Ms. Holmes will assume even more responsibilities due to the extended absence of our Office Manager.

Tim and Tim will have recommendation for the fleet additions at the next meeting.

Tim D stated that the CMMCP computer systems need to be upgraded due to slow performance, old operating systems and software. He will have more information for the Commission to review in November.

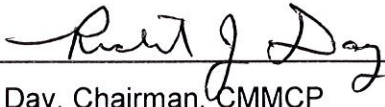
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The CMMCP Emergency Procedures Manual has been reviewed by the CMMCP Safety Committee a second time and will be revised to reflect the comments received. We have the latest draft under review and the final version will be presented to the Commission shortly.

A chain saw safety course is planned for the third week in October for CMMCP staff. The program is offered by the BayState Roads program under MASSDOT, and will be free of charge. We will provide the location and lunch.

8. No correspondences were received for review.
9. Public comment – none (no public in attendance)
10. The meeting adjourned at 11:46 PM. **Next meeting date is November 13, 2013 at the Project office.**

Approved: 
Richard Day, Chairman, CMMCP

Date: Jan 8, 2013

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