

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 8, 2014
Time: 11:00 AM
Place: Northborough 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 Marcella Stasa, Upton resident and Martin McNamara, Boylston Town Administrator.

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1. At 11:05 AM Chair Richard Day declared there was a quorum opened the public the meeting by reading a statement that this meeting had been mailed to Select Boards, Town Manager/Administrators and Finance Committees in the CMMCP service area on December 20, 2013: a legal notice had been placed in the Boston Globe on December 28, 2013 and placed in the MEPA Environmental Monitor, issued date December 4, 2013. He thanked everyone for their attendance. He then turned over the meeting to Tim Deschamps, CMMCP Executive Director for the FY13 work summary and FY15 budget presentation.
2. Mr. Deschamps explained in depth the work performed in 2013 in all member communities. Ms. Stasa had questions regarding efficacy in areas that bordered communities not in a program. She also was told about the arbovirus cycle, as well as ways to minimize risks associated with mosquitoes.
3. Mr. Deschamps' presentation then went into the proposed FY15 budget, with breakdowns by category. After the presentation, Mr. McNamara stated this was an informative presentation and would someone be available to present this to the Boylston Board of Selectmen. Tim D. stated that he would be glad to give a presentation to them, and they could coordinate by phone or e-mail. At 11:53 Chair Richard Day concluded the FY13 work presentation and FY15 budget meeting by declaring a short recess. At that point Ms. Stasa asked if she could stay; she was told that is was still a public meeting. She asked about the rest of the meeting, and she was told the details were on her agenda. Shortly thereafter Ms. Stasa and Mr. McNamara departed the meeting.
4. Mr. Day restarted the meeting at 11:56am by declaring we had a quorum. All 5 CMMCP Commissioners were in attendance, as were Tim Deschamps & Tim McGlinchy. No members of the public were present.

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5. The minutes of October 9, 2013 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Noguera.

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

Oct. 12, 2013	\$20,849.68	Oct. 19, 2013	\$22,058.40
Oct. 26, 2013	\$21,734.98	Nov. 2, 2013	\$20,547.70
Nov. 9, 2013	\$20,471.93	Nov. 16, 2013	\$20,619.18
Nov. 23, 2013	\$20,598.94	Nov. 30, 2013	\$20,485.92
Dec. 7, 2013	\$20,215.95	Dec. 14, 2013	\$20,429.24
Dec. 21, 2013	\$20,329.19	Dec. 28, 2013	\$19,865.92
Jan. 4, 2014	\$19,865.92		

7. Submitted FY/14 invoices for Jan. 8, 2014 totaling \$341,584.22 (including payroll) were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Noguera.

8. **Work Schedule**: Tim M. gave a brief presentation on the tire totals for 2103; 2,444 tires recycled in 25 towns. He will have a detailed work summary ready for the February Commission Meeting including work performed from October 2013 to present.

9. **Old Business**: Results of our 2013 resident survey were discussed. Hard copies were mailed to the Commission several months ago. The Commission stated these results were once again very good, and comments were also received about the 2013 Board of Health survey done last spring.

Tim D. attended Special Town Meeting in Groton on Oct. 21, 2103. Due in large part to the efforts of the Board of Health, the town voted to join the CMMCP service area effective July 1, 2104. On a motion by Mr. Mazzuchelli, seconded by Mr Mazzarella, it was unanimously voted to accept the town of Groton into our program. Tim stated that some early work will begin as resources allow; cataloging wetland areas, surveys for appropriate surveillance sites, etc. He stated the approximate assessment for Groton will be \$68,000.

10. **New Business**: Tim D. attended the Uxbridge Special Town Meeting on Nov. 19, 2013. The town did not vote to rejoin the CMMCP program.

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Tim D was requested by the Hard Health department to work up information that could be placed on their website for resident to learn about our program. This information has been sent over, and there is a possibility the town may have an article to join CMMCP.

Tim has been checking minutes from the Gardner Health Department. They have presented information on our program to their Mayor, and he has asked for additional information.

Norfolk County Mosquito met with their local beekeeper association in November. They reported making some progress into the issue regarding mosquito control pesticides and bee impacts.

The 2014 pesticide exclusion letters have been sent to all City/Town Clerks asking them to present this information to their populace.

The New Jersey Mosquito Association will have their annual conference from March 5-7, 2014. The Commission has given permission for Tim D and Tim to attend again this year. Tim D will be presenting a paper on our social media efforts, and Tim M will present a poster on our tire program.

The SRMCB will have their first quarterly meeting in Jan. 22, 2104 at the DCR office in West Boylston.

The 2013 annual operations reports are due to SRMCB before Jan. 22. Tim D. sent in this report for CMMCP on Jan. 8, 2014.

Our annual NPDES report is due on Feb. 15, 2104.

Tim D. informed the Commission that Office Manager Karen Millet has returned to work from an extended injury absence (non-work related). Tim D. Karen Millet and HR Manager Mary Beth Burned met on December 13, 2103 to go over Karen's return to CMMCP. Karen stated she did not have any restriction from her doctor, but asked for a headset for her phone. Tim purchased the necessary hardware on Jan. 7 & 8, 2014.

The Commission agreed to allow eligible employees to join the State's sick bank.

Tim D. stated that during the meeting with the HR Manager last December the differences in the CMMCP employee handbook and the State's "Red Book" were discussed. The Commission directed Tim to compare the 2 documents, and to have a report for the February meeting. The Commission also had some questions that Tim will direct to the HR Manager.

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The CMMCP field staff had a 3 day training session from October 21-23, 2013 on chain saw safety and operation.

The Commission was presented with the merit pay recommendations based on the 2013 employees review process. After considerable discussion, the Commission unanimously voted, on a motion by Mr. Mazzarella, seconded by Mr. Mazzuchelli, to award eligible CMMCP employees a 2% raise, and to recognize some employees with a one time additional increase or decrease, based on their 2013 reviews and prior education and licensing, as outlined below.

NAME	NEW HOURLY
Allard, Edward	\$20.67
Begin, Jay	\$33.16
Best, Curtis	\$38.66
Briggs, Jonathan	\$21.50
Cornine, Frank	\$23.25
Croshaw, Edward	\$19.05
Demers, Richard	\$17.61
Greite, Richard	\$35.00
Healey, Andy	\$17.43
Healy, Sean	\$21.07
McGlinchy, Timothy	\$39.77
Miller, Juliana	\$20.99
Pojani, Michael	\$22.36
Pontbriand, Ryan	\$17.43
Proctor, Katrina	\$26.17
Provost, Jeffrey	\$19.62
Tagg, Michael	\$19.24
Walsh, Dave	\$19.62
Welch, Timothy	\$27.67

These increases will become effective after the February Commission Meeting date, Feb. 12, 2014. The Commission instructed Tim D to prepare a letter to the CMMCP staff thanking them for their hard work, and outlining the one time additional increases and the reason therein.

11. Several correspondences were received for review. One was a letter from the Upton Conservation Commission asking about our policies; this was presented to the Commission for review and response. Tim D. received a letter from the Sturbridge Town Manager asking about their assessment and work performed, he has since sent a reply. We received a letter fro a resident of Billerica thanking us for

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work done in the Hattie Lane area. We received an e-mail from the Board of Health in Holliston thanking us for our tire collection efforts on October, 2013. Finally, we received an e-mail from a resident of Lunenburg who did not complete our resident survey in time, but wanted to thank us.

12. Public comment – none (no public in attendance)
13. The meeting adjourned at 12:55 PM. **Next meeting date is February 12, 2014 at the Project office.**

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

Date: 2-12-14

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