

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

Date: February 12, 2014

Time: 11:00 AM

Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532

Present: Richard Day, Dean Mazzarella, Pablo Noguera, Sam Telford & Tim Deschamps. Not present was Paul Mazzuchelli.

1. At 11:08 AM Chair Richard Day declared there was a quorum and the meeting commenced.
2. The minutes of Jan. 8, 2014 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Noguera.
3. The following payrolls were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzarella:

Jan. 11, 2014	\$21,218.50	Jan. 18, 2014	\$21,258.98
Jan. 25, 2014	\$21,158.23	Feb. 1, 2014	\$20,854.25
Feb. 8, 2014	\$21,254.24		
4. Submitted FY/14 invoices for Feb. 12, 2014 totaling \$129,905.49 (including payroll) were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Noguera.
5. **Work Schedule:** In Tim M.'s absence, Tim D. reports for him that the majority of crew members are now working on maintenance projects in the shop, stocking town halls and libraries with educational materials, and working on geo-coding cattail locations for the GIS program. Crews completed maintenance project (hand) in Northbridge, Natick and Holliston. Hand work is in progress in Acton, Holliston and Wilmington (work will resume when weather allows). We have maintenance projects ready in 15 communities. The excavator completed jobs in Leominster, Billerica and Hudson, but will have to go back to Hudson once the frost is gone to grade the embankments. We have excavator jobs ready in Southboro, Hudson, Wilmington and Berlin. Going back the previous 5 months, we have 141 tires picked up in our residential program, 174 tires from community events, and 497 from larger tire projects, for a total of 812 tires. This brings our totals to 11,673 tires, or 116.73 tons.

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6. **Old Business:** The Commission reviewed the draft letter to the Upton Conservation Commission in response to their letter dated December 26, 2013. Chairman Richard Day signed the letter and instructed Tim D. to send by e-mail, with a hard copy follow up.

Letters were sent in January to the beekeepers from the MDAR list we have not confirmed yet; 222 letters were sent out, 26 were returned as "undeliverable" or "no mail receptacle", 12 were removed from the list, and 26 confirmed. Tim has worked up a new form to be used by the staff when corresponding with no spray exclusions.

Our budget request of \$1,986,933, a 1.9% increase (+\$37,730) was voted unanimously on a motion by Mr. Mazzearella, seconded by Mr. Noguera. This is a 0.6% reduction in the initial amount voted by the Commission in October 2013. New communities that have or may join will be added to this figure; the Commission will vote a final amount at the May meeting in time for the SRB certification later that month.

7. **New Business:** No additional information about the City of Gardner voting into the Project was available at this time.

Tim D. was informed just before this meeting began that the town of Tyngsboro will have an article to join at their May Annual Town Meeting.

The SRB had a quarterly meeting on Feb. 3 (ppd. from Jan. 22); topics included budget requests/changes, annual operations reports, and an amendment to SRB Form-1. It was announced that SRB Executive Director Mark Buffone will be retiring in early March. The Commission reviewed a draft letter worked up by Tim D thanking Mr. Buffone for his work, and expressing congratulations on his retirement; it was signed by the Chair and will be mailed today.

CMMCP annual reports are complete and were posted on the CMMCP website Jan. 30, 2014. A letter was sent to all Town/City Clerks and Boards of Health stating hard copies were available upon request. To date Tim has mailed one copy each to Northbridge, Billerica and Tewksbury Boards of Health.

Tim D has been invited to speak before the Worcester County League of Sportsman's Clubs on Feb. 21 at 6:00pm. He will present information on our program to their membership.

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Tim has been invited to present our program to the Harvard Board of Health on Feb. 25 at 7:00pm. It is expected they will have an article to join on their spring town meeting warrant in April.

The Mass. Mosquito Control Water Management Team meeting will be held this year on Feb. 27 at the CMMCP office. Wetland Project Coordinators and other administrative staff get together and discuss challenges, success and failures in their ditch maintenance programs. Topics this year include Army Corps regulations, beaver issues and sea level rise.

The Conflict of Interest summary for 2014 was given to the Commission, and all present signed an acknowledgement they received it. Tim will coordinate with missing member Paul Mazzuchelli. All CMMCP staff has recently done this summary.

The annual Clarke Workshop will be at the CMMCP office on April 10 starting at 8:00am.

Discussion regarding the state's employee policy (called the Red Book) and the CMMCP policy was the next agenda item. Tim M. worked up a comparison of both policies, and the only differences were the state's policy on vacation time accrual and bereavement. There are other policies in our handbook that the state does not cover. Discussion ensued about these differences, and it was agreed that the issues not covered in the Red Book are still in force at CMMCP since they have been accepted, voted policy by the CMMCP Commission for many years. Any conflicts that may arise will be settled by the Red Book and/or the CMMCP Commission as needed. On a motion by Mr. Mazzarella, seconded by Mr. Noguera, the Commission voted unanimously to accept the Red Book as CMMCP policy, with the CMMCP handbook covering any items not found in the Red Book. Tim will work up a new handbook for employees soon, and coordinate with HR in Boston regarding the vacation accrual issues.

CMMCP employee Dave Walsh will take the category 47 exam for the first time this week on Friday. Employee Rick Demers will take the test again in March (third attempt). Tim D. has updated all Core manuals with the new version from the UMASS bookstore, and confirmed the category 47 manuals we have are still current.

Employee Ryan Pontbriand came on staff last year with a CDL Class B, and is working on acquiring a CDL Class A license with the support of CMMCP.

Tim has signed up all employees with hoist licenses for continuing education, now required for holders of these licenses. He also found a class to upgrade from 2b hoist to 2a hoist: several CMMCP

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employees will also take this class, and will be eligible to take the 2a exam in Westford soon after. Tim passed out a sheet to the Commission showing the upcoming training events scheduled over the next few months.

The new vehicle purchase process has begun again, Tim will continue to work on the item with Boston.

Tim passed out information on potential field trials/research studies for 2014. He has not had a department head meeting yet, these are still preliminary, but he noted the field trials of Bti-MBG for pre-hatch control is currently being planned, and he received the product from Central Life Sciences and Adapco free of charge. Commission Sam Telford asked if the research department could come up with a data analysis of sprayed areas vs. non-sprayed areas, and Tim said he would coordinate with Frank, our Field Biologist.

Tim noted we have had 33 cases of Altosid XR briquets in our pesticide room for some time now. These were given to us by several different member communities and are technically "expired", but he coordinated with the manufacturer and sent some in for testing last spring, and they replied they are still effective, but probably not out to 150 days anymore. We will apply these as a pre-hatch application in some member communities starting in a few weeks.

Tim began an initial discussion of adding one new FTE, possible with beaver trapping experience.

8. One correspondence was received for review, an e-mail from the Hudson Director of Recreation thanking us for a recent ditch maintenance project we performed.
9. Public comment – none (no public in attendance)
10. The meeting adjourned at 11:56 PM. **Next meeting date is March 12, 2014 at the Project office.**

Approved: _____

Richard Day, Chairman, CMMCP

Date: _____

April 9, 2014

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