

# CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

## MINUTES OF THE COMMISSIONER'S MEETING

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Date: April 9, 2014  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Dean Mazzarella, Paul Mazzuchelli, Sam Telford & Tim Deschamps. Not present was Pablo Noguera.

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1. At 11:08 AM Chair Richard Day declared there was a quorum and the meeting commenced.
2. The minutes of Feb. 12, 2014 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Telford.
3. The following payrolls were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Mazzuchelli:

Feb. 15, 2014	\$20,916.99	Feb. 22, 2014	\$21,760.29
Mar. 1, 2014	\$21,738.80	Mar. 8, 2014	\$21,762.05
Mar. 15, 2014	\$21,790.79	Mar. 22, 2014	\$21,882.50
Mar. 29, 2014	\$21,882.50	Apr. 5, 2014	\$21,235.05

4. Submitted FY/14 invoices for Apr. 9, 2014 totaling \$317,087.15 (including payroll) were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Mazzarella.
5. **Work Schedule:** Tim M. reports the crew members had been working on ditch maintenance programs along with tire removal projects. However, with the change in weather the crews are now out conducting larvicide treatments. We will continue to perform source reduction and water management jobs as time allows. Ditch maintenance jobs (hand work) were completed in Acton, Holliston, Wilmington, Billerica, Dracut, Hopkinton, Sherborn, Lancaster, Milford and Holliston. We have ditch maintenance (hand work) ready in Wilmington, Tewksbury, Westford, Lunenburg, Fitchburg, Stow, Leominster and Millville. There are excavator jobs ready in Southborough, Hudson, Wilmington, Lancaster, Westboro, Marlboro and Shrewsbury as time and work scheduled allow. For the tire program, we have recycle days scheduled in Fitchburg, Leominster and Auburn. We had roadside pickups in Shrewsbury & Tewksbury. Large tire projects were performed in Milford & Shrewsbury. To date we have recycled 117.37 tons (11,737 tires).

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6. **Old Business:** No additional information was available on the letter sent to the Upton Conservation Commission in response to their letter dated December 26, 2013.

No additional word from the City of Gardner, Tim D did reach out to the BOH Director recently but has not received a response.

Tim D met with the Worcester County League of Sportsmen Clubs on Feb, 21, 2014 at 6pm to give a presentation on our program.

Tim D was invited to a vector control forum presented by the Harvard BOH on Feb. 25, 2014 at 7:30pm. Residents in the audience presented concerns about pesticide usage.

The annual MCP Water Management Team meeting was held at the CMMCP office on Feb. 27, 2014 at 10am.

The Clarke Workshop will be held here tomorrow starting at 8am. 3 pesticide credits will be available.

Tim M. will be representing CMMCP at the Tewksbury Health Fair later today. This program runs from 2-7pm.

7. **New Business:** The SRMCB will have a quarterly meeting at Cape Cod Community College on April 11, 2014. This meeting was rescheduled from March 19.

The town of Harvard had their Annual Town Meeting on April 2, 2014. At the public meeting held on Feb. 25 they indicated that they were either going to pull the warrant article or change the wording. Tim D was contacted last week and was asked to attend; they were going ahead with an article to join. But late in the afternoon of April 2 Tim was contacted and told they were going to pull the article, and he did not have to attend.

The Town of Groton has contacted Tim D and stated they are going to have to withdraw from the program before their assessment starts – the school budget is a big issue in town. Tim D has not seen the warrant article as of this date.

The Town of Tyngsboro will have an article to join at their May 20, 2104 Annual Town Meeting.

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Tim D gave an update on the annual meeting status of member towns: he has seen warrants from Westford, Westboro, Acton, Natick, Southboro, Chelmsford and Shrewsbury, all with no articles pertaining to CMMCP.

The larval control program is underway; crews are seeing first and second instar in about 25-30% of the areas they are checking.

SELCO (Shrewsbury Electric Light Co) will have their annual public event on April 26, 2014. CMMCP employees will be on hand to provide education about our program, focusing on our tire removal program.

The Natick Earth Day event will be April 27, 2014. CMMCP employees will be on hand to provide education about our program, focusing on our tire removal program.

UNIVAR held a seminar on Mar. 27, 2014 – pesticide credits were available.

Tim D presented the Commission with a policy on compensatory time we worked up with HR Manager Mary Beth Burnand. On a motion by Mr. Mazzarella, seconded by Mr. Mazzuchelli, this policy was voted unanimously. This policy reads:

*All full-time CMMCP employees other than Manager-equivalents may earn compensatory (comp) time if pre-approved by the CMMCP Executive Director. Employees must submit a Compensatory Time Request Form to the Executive Director of CMMCP and receive approval prior to entering comp time into SSTA. A plan must be approved and put into SSTA by the MDAR HR Manager and employees are responsible for entering their time using the appropriate time reporting codes: (COM) when earned and (CMT) when using accrued time. Comp time must be used within 60 days unless other arrangements have been made with the Executive Director and MDAR HR Manager. All comp time must be used within the allowed timeframe allowed or it will be forfeited. An employee may earn up to 10 days of compensatory time unless authorized by the Executive Director for a higher amount. Sick time may not be used the same week comp time is earned. Comp time over 40 hours will be earned in a 1:1½ ratio, and must be utilized in one half hour increments. Employees working more than six hours a day must take a minimum of one half hour lunch break.*

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*Seasonal and contract employees cannot earn compensatory time.*

*While managers and manager-equivalents do not earn comp time, they may utilize additional time worked past 8 hours in one work shift as "flex" time during the same pay week. All total hours are not to exceed 40 hours in one work week for these employees.*

Tim and Tim will look over our SOP manual and make changes for Commission review in the next month or two.

MDPH had a meeting on Apr. 7, 2014 focusing on Asian Tiger Mosquito.

No new information on any CMMCP employees taking the Cat. 47 exam.

CMMCP employee Ryan Pontbriand will take the CDL Class A permit test again very soon.

Tim D passed out a sheet showing the training events held over the past few months, specifically;

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|---------------------------------|---|
| 1. Chainsaw maintenance         | February 19 at the shop                           |
| 2. M.U.S.T. (Dig Safe) training | March 13 at Devens – hoist licensees only         |
| 3. Hoist license continuing ed  | March 26 in Northampton – 2a hoist licensees only |
| 4. UNIVAR seminar               | March 27 – Foxboro                                |
| 5. Clarke workshop              | April 10 at the shop                              |
| 6. Hoist 2b to 2a class         | April 14 in Greenfield – 2b hoist licensees only  |
| 7. Hoist license continuing ed  | April 16 in Greenfield – 2b hoist licensees only  |
| 8. Hoist 2a test                | April 28 or May 28 in Westford                    |
| 9. Spill response training      | TBD (late May)                                    |
| 10. Compressed gas training     | TBD (late May)                                    |

Tim D asked the Commission to review the seasonal staff pay scale. On a motion by Mr. Mazzuchelli, seconded by Mr. Telford this new pay scale was adopted unanimously.

**FORMER:**

	<b>Temporary Laborer</b>	<b>Office Assistant</b>	<b>Surveillance Technician</b>
<b>GRADE A</b>	\$10.00	\$10.00	\$11.00
<b>GRADE B</b>	\$10.25	\$10.25	\$11.25
<b>GRADE C</b>	\$10.50	\$10.50	\$11.50
<b>GRADE D</b>	\$10.75	\$10.75	\$11.75
<b>GRADE E</b>	\$11.00	\$11.00	\$12.00
<b>GRADE F</b>	\$11.25	\$11.25	\$12.25
<b>GRADE G</b>	\$11.50	\$11.50	\$12.50
<b>GRADE H</b>	\$11.75	\$11.75	\$12.75
<b>GRADE I</b>	\$12.00	\$12.00	\$13.00

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AS VOTED April 9, 2014:

	Temporary Laborer	Office Assistant	Surveillance Technician
GRADE A	\$11.00	\$11.00	\$12.50
GRADE B	\$11.25	\$11.25	\$12.75
GRADE C	\$11.50	\$11.50	\$13.00
GRADE D	\$11.75	\$11.75	\$13.25
GRADE E	\$12.00	\$12.00	\$13.50
GRADE F	\$12.25	\$12.25	\$13.75
GRADE G	\$12.50	\$12.50	\$14.00
GRADE H	\$12.75	\$12.75	\$14.25
GRADE I	\$13.00	\$13.00	\$14.50

Tim D reports that CMMCP Entomologist Juliana Miller has resigned due to personal reasons (family & long commute) effective April 11, 2014.

The new vehicle purchase may be underway: Tim D has asked Boston for two new Ford F150 2x4 trucks at a cost of \$16,686.50 each, and one Ford F150 4x4 truck at a cost of \$24,524.50. These are the same purchases we have been trying to complete since FY13.

Tim D informed the Commission on potential field trials/research for this coming season: field trials of FourStar Bti CRG for pre-hatch control; field trials of FourStar CRG for *Cq. perturbans* control; field trials of Zenivex E20 vs. Anvil 10+10, checking for efficacy and cost comparison; and we will continue our pesticide resistance studies.

8. One correspondence was received for review, an e-mail from a resident of Leominster thanking us for our recent work clearing out obstruction from the ditch in her area.
9. Public comment – none (no public in attendance)
10. The meeting adjourned at 11:40 PM. **Next meeting date is May 14, 2014 at the Project office.**

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

Date: 6/11/14

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