

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

Date: August 13, 2014

Time: 11:00 AM

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

Present: Richard Day, Pablo Noguera, Dean Mazzarella, Paul Mazzuchelli, Sam Telford, Tim Deschamps & Tim McGlinchy.

1. At 11:04 AM Chair Richard Day declared there was a quorum and the meeting commenced.
2. The minutes of July 9, 2014 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford.
3. The following payrolls were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford:

Jul. 5, 2014	\$19,121.51	Jul. 12, 2014	\$25,719.26
Jul. 19, 2014	\$26,255.78	Jul. 26, 2014	\$25,233.45
Aug. 2, 2014	\$24,974.43	Aug. 9, 2014	\$24,125.14

4. Submitted FY/15 invoices for Aug. 13, 2014 totaling \$196,171.57 (including payroll) were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford.
5. **Work Schedule**: Tim M. reports the crews are working the night shift as spray season is in full swing. As of 8:00 am this morning we have received 15,084 requests for service. Of those, 13,375 are requests for adulticiding. We have serviced 13,026 of these requests leaving 349 outstanding (3%). This includes 384 requests for special event spraying. Crews have treated over 36,000 catch basins through out the late spring and summer. We will continue treating basins for the next couple of weeks. The excavator completed a job in Shrewsbury last week on Old Mill Rd. We have upcoming excavator jobs in Billerica, Chelmsford, Tewksbury, Lancaster, Stow, Hudson, Marlborough, Southborough, Sherborn, Westboro and Millbury. Last month we collected 60 tires, bringing our total to date to 126.69 tons (12,669 tires).
6. **Old Business**: Tim D had information on recent arbovirus activity in the Commonwealth. There has been scattered WNV and EEE in mosquitoes, but it has been a relatively quiet year so far.

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Tim D. has a Dept. of Unemployment Assistance (DUA) hearing for Juliana Miller today in Lowell at 2:00 pm. MDAR will have a legal representative in attendance.

7. **New Business:** Tim D continued the discussion of the FY/16 budget amount. The maintenance budget will be sent later today, but for the time being he is working with a 2.15% increase as discussed last month. The Commission was presented with a copy of the maintenance budget showing where increases are planned. This amount can be revised up until May 2015, and when a firm number is established the Commission will enter into more substantial discussion and will consider a vote at that time.

Tim D has been notified by Boston of a balance forward of approximately \$289,108. The final number will be available from Boston in a few weeks; he will charge off the 4 truck purchase started in FY/14 against this number in the CMMCP budget.

Tim M showed the Commission the "Performance Recognition Program" award he received in the mail a few weeks ago. The Commission once again congratulated Tim and the CMMCP staff for their hard work and dedication to the Project.

Tim & Tim will have a display at the Big E for Massachusetts Day on Sept. 18, 2014 barring any unexpected virus situations, etc.

Tim D will speak at the Sept. 16 meeting of the Holliston Conservation Commission.

Tim D notified the Commission of a MDPH meeting this Friday Aug. 15 at the State Lab in Jamaica Plain starting at 11:00 am.

Tim D has corresponded with HR in Boston and was told we have 2 open FTE, not counting backfill positions. He expressed a need to fill one of these positions with a new Field Technician and was told to proceed. Staffing levels are needed to increase as more service calls are received from residents, and as services expand.

Our seasonal staff levels have remained the same since the start of the summer and attendance and work output has been good. 3 can stay through September at this point, so we look pretty good for continued surveillance without using full time field staff as we've had to in the past.

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Tim D notified the Commission that Ryan Pontbriand, a field tech that came on board in June of 2013 has resigned to take a position with the Shrewsbury Parks Dept. This position will be advertised along with the additional FTE as soon as possible.

The Commission discussed the staffing of the Entomologist/Field Biologist position previously held by Juliana Miller. After discussion it was decided to go with a FTE instead of a seasonal staffer, and the position will be advertised and staffed as "Field Biologist". Frank Cornine, current Field Biologist will have a title change to "Staff Biologist". No immediate salary change will occur. Tim & Tim will work on job duties and salary for these positions for Commission review, and will review all CMMCP job classifications to present to the Commission. Mr. Noguera suggested having a classified ad on the Mass. Municipal Association (MMA) website. Tim D stated he would look into that option.

No news on the FY/14 truck purchase – delivery is still expected in mid-September.

Discussion ensued on an additional truck purchase for FY/15. Tim has asked the Commission to consider at this time 2 additional Ford F-150 2x4 trucks (or similar). Tim will work with Boston and when a cost is determined will present to the Commission.

Tim presented the Commission with a quote from Clarke Mosquito Control Products for 4 new sprayers. He was able to get a small discount (\$275 each, total \$1,100). The total cost will be \$52,900. The Commission authorized him to move forward with this purchase.

Tim D has communicated with the editor of the "Scrap Tire News" and will be writing an article for this publication on our tire program. He has asked for print copies as well as digital ones to share with staff, the Commission, etc. Mr. Mazzarella noted that this is a good way to get out the word to a wider audience on this program.

8. One correspondence was received; an e-mail from a resident of Northboro thanking us for a recent spray application.
9. Public comment – none (no public in attendance)

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10. The meeting adjourned at 11:49 PM. **Next meeting date is Sept. 10, 2014 at the Project office.**

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

Date: Oct. 8, 2014

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