

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: December 17, 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 & Tim McGlinchy. 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 October 8, 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:

Oct. 11, 2014	\$22,448.33	Oct. 18, 2014	\$22,690.74
Oct. 25, 2014	\$22,200.95	Nov. 1, 2014	\$20,299.20
Nov. 8, 2014	\$19,911.70	Nov. 15, 2014	\$20,190.70
Nov. 22, 2014	\$20,115.49	Nov. 19, 2014	\$20,096.65
Dec. 6, 2014	\$20,418.33	Dec. 13, 2014	\$20,308.37

4. Submitted FY/15 invoices for Dec. 17, 2014 totaling \$264,021.98 (including payroll) were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Telford.
5. **Work Schedule:** Tim M. reports that field crews are currently carrying out water management work full time. We had excavator jobs completed in Billerica, Chelmsford, Clinton, Natick, Leominster and Marlboro. We have upcoming excavator jobs in Tewksbury, Lancaster, Stow, Hudson, Southborough, Sherborn, Westboro, Millbury, Billerica and Chelmsford. We completed low impact water management work (no excavator) in Tewksbury, Billerica, Fitchburg, Lunenburg (2), Leominster (2), Stow, Natick, Auburn (2), Ashland (2), Blackstone, Northbridge, Holliston (Beaver Flow Device), Wilmington, Sturbridge and Northbridge. Crews are currently working in Berlin, Holliston (Beaver Flow Device) and Billerica. The crews have met the 2,500 foot minimum goals for each community, and we are looking at raising these goals for 2015. Our tire collections from Oct. 2-Dec 17 total 937 in 31 events in 17 CMMCP communities. Our total to date in this program is 143.13 tons recycled (14,313 tires). Mr. Telford mentioned a tire retreading facility in Shrewsbury that may be worth looking at for ATM.

2015 Meeting Schedule:

5. **Old Business:** The FY/16 budget figure Tim is working with continues to be \$2,029,800, a 2.15% increase from FY/15. This number has been sent to SRMCB and is being used for our FY/16 budget meeting.

Tim showed the Commission a final report from our 2014 resident survey; our numbers continue to track steady, with 93.8% overall satisfaction and 98.6% plan to use our services in the future.

Mass Public Health has sent out a survey to local Board of Health asking about tire locations that may be home for *Ae. albopictus*.

The NMCA Field Day was held on Oct. 16 in Myles Standish State Park. All CMMCP employees were registered; and received 2 contact hours for Category 47 licenses, plus an attendance certificate for a tick protection talk and spill training (good for NPDES requirements).

We had a tire collection event in Lowell on Oct. 18. Tim D. has also requested information about possible tire locations in the City to add to our database and be considered for cleanup, but no information has been received at this time despite several attempts.

The town of Groton had an article to join on Oct. 20, 2014 but the article failed.

The SRMCB had a quarterly meeting on Oct. 22 in Danvers. Agenda items included plans for Commission appointments; preliminary budget requests; public meeting notice requirements; annual operations reports; and the 2015 meeting schedule.

Tim D presented information on "mosquito control after a disaster" for the MHOA conference on Cape Cod October 23.

Tim D set up training for the 1C license (forklift) for 7 CMMCP employees on Nov. 10. Employees that attended are encouraged to submit paperwork for the 1C license – Tim D has already done so, several other will be doing so shortly.

Alisha Bouchard (Exec. Director) and Tara Zadeh (General Counsel) were at the CMMCP shop looking over the building and talking about DCAM lease issues.

2015 Meeting Schedule:

January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 7, November 18, December 16

A meeting with Commissioner Greg Watson was held on Nov. 20 at the Northboro Library. It was an open meeting to discuss issues facing mosquito control, as well as talking about the transition to the new administration coming in January 2015.

The NMCA will have their annual conference in Cambridge; all reimbursements for hotel costs have been denied.

Tim, Tim and Katrina Proctor met with the resident on Great Road in Stow that had issues with the work on his property. Tim D has coordinated with MDAR legal counsel on this issue and they have determined that we did not exceed our statutory authority. The resident is seeking costs for a temporary fence he put up; he was given the contact information for MDAR legal to discuss recompense.

7. **New Business:** Tim D had a schedule for 2015 Commission meetings; these have already been e-mailed to the Commission, sent out to all cities & towns, as well as the Secretary of State, Executive Office of Administration & Finance, and the SRMCB. This schedule is posted on the CMMCP website also.

The FY/16 budget and 2014 work summary meeting will be held on January 14, 2015 at the Northboro Library. All meeting notices have been sent out per SRMCB policy.

Participation in the Extended Illness leave Bank (EILB) has been unanimously approved by the Commission on a motion by Mr. Mazzuchelli, seconded by Mr. Mazzarella. Tim will post a notice once he has the information from HRD.

Tim and Tim attended a meeting of the Pesticide Bureau on Dec. 3, 2014 in Westboro. One agenda topic was initial discussion of the pesticide exclusion regulations.

All open FTE positions have been filled. One Field Tech started this week, one will start next week. We are waiting for final approval for the start date of our new Field Biologist.

Tim D passed out an organizational chart revision and updates to the CMMCP job classifications to the Commission in October. On a motion by Mr. Mazzarella, seconded by Mr. Telford these documents have been unanimously approved and accepted as CMMCP policy.

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Discussion on pay raises for CMMCP staff continued from the October meeting. Tim D prepared a chart showing 1.5%, 2% and 2.5% increases and corresponding amounts; the most recent Consumer Price Index, and a timeline showing all CMMCP pay increases going back to 2001. He also had information on pay increases from the other mosquito control districts in 2014 as requested by Mr. Telford in October. On a motion by Mr. Mazzarella, seconded by Mr. Mazzuchelli, a 2% salary increase was unanimously approved for the following CMMCP employees effective December 22, 2014:

NAME	Current Hourly	Current Yearly	New Hourly	New Yearly
Allard, Edward	\$20.67	\$42,993.60	\$21.08	\$43,846.40
Begin, Jay	\$33.16	\$68,972.80	\$33.82	\$70,345.60
Best, Curtis	\$38.66	\$80,412.80	\$39.43	\$82,014.40
Briggs, Jonathan	\$21.50	\$44,720.00	\$21.93	\$45,614.40
Cornine, Frank	\$23.25	\$48,360.00	\$23.72	\$49,337.60
Croshaw, Edward	\$19.05	\$39,624.00	\$19.43	\$40,414.40
Demers, Richard	\$17.61	\$36,628.80	\$17.96	\$37,356.80
Deschamps, Tim	\$51.46	\$107,078.40	\$52.49	\$109,179.20
Greite, Richard	\$35.00	\$72,800.00	\$35.70	\$74,256.00
Healey, Andy	\$17.43	\$36,254.40	\$17.78	\$36,982.40
Healy, Sean	\$21.07	\$43,825.60	\$21.49	\$44,699.20
McGlinchy, Timothy	\$39.77	\$82,721.60	\$40.57	\$84,385.60
Millet, Karen	\$21.77	\$45,281.60	\$22.21	\$46,196.80
Pojani, Michael	\$22.36	\$46,508.80	\$22.81	\$47,444.80
Proctor, Katrina	\$26.17	\$54,433.60	\$26.69	\$55,515.20
Provost, Jeffrey	\$19.62	\$40,809.60	\$20.01	\$41,620.80
Tagg, Michael	\$19.24	\$40,019.20	\$19.62	\$40,809.60
Walsh, Dave	\$19.62	\$40,809.60	\$20.01	\$41,620.80
Welch, Timothy	\$27.67	\$57,553.60	\$28.22	\$58,697.60

No news on the FY/14 truck purchase.

The next 2 agenda items, the FY/15 truck purchase and new sprayer purchase were tabled but will remain on the agenda.

Tim D had a copy of upcoming training events for late 2014/early 2015, to be added to as needed.

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8. Several correspondences were received; a letter from a resident of Natick stating she was unable to fill out our survey but wanted to thank us for our service; an e-mail from a resident thanking us for recent water management work, and a letter from Mr. Hunt in Tewksbury showing a copy of a letter he sent to the Governor expressing appreciation for the work we performed on his property.
9. Public comment – none (no public in attendance)
10. The meeting adjourned at 11:50 AM. **Next meeting date is Jan. 14, 2015 at the Northboro Library.**

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

Date: Jan 14, 2015

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