

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 11, 2017
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Dean Mazzarella, Paul Mazzuchelli, Pablo Noguera, Tim Deschamps & Tim McGlinchy. Not present was Sam Telford.

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1. Mr. Day called the meeting to order at 11:09AM by declaring we had a quorum present. 4 CMMCP Commissioners were in attendance, as was CMMCP Executive Director Tim Deschamps and CMMCP Director of Operations Tim McGlinchy. No members of the public were in attendance.
2. The minutes of December 14, 2016 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Noguera.
3. The following payrolls were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli:

Dec. 17, 2016	\$19,490.90	Dec. 24, 2016	\$19,670.88
Dec. 31, 2016	\$19,701.13	Jan. 8, 2017	\$20,554.00
4. Submitted FY/17 invoices for January 11, 2017 totaling \$98,432.87 (including payroll) were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.
5. **Work Schedule:** Tim M. reports that the weather and vacation schedules have slowed down the field work accomplished to a degree. Crews are currently looking to resume source reduction work and currently are out stream cleaning and culvert cleaning throughout the district. We had excavator work completed in Chelmsford. We have excavator work upcoming in Stow and Hudson. The crews completed low impact work in Hopkinton & Boylston, with projects ongoing in Boxboro, Hudson, Ashland, Chelmsford and Millbury. Work is ready to go in 17 communities, with multiple projects in several of these towns. Source reduction totals for 2016 are as follows: 612 residential pickups, 120 roadside pickups, 2,197 tires from town recycle events, 1,902 tires from large tire cleanups. 30 towns participated in this program, for a total of 4,831 tires in 2016. This is our largest annual total to date. This brings our total count since the start of this program to 22,011 tires recycled. Tim D has set a goal of 25,000 tires in 2017.

2017 Meeting Schedule:

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

6. **Old Business:** The RFR for our building lease had 2 responses and they are being coordinated through DCAM and MDAR. We have verbally committed to our current landlord at a projected annual lease rate of \$167,784. This is a significant increase, but Tim D has been putting money aside in the rollover account to defray some of this increase.

Tim D is asking for Commission consideration for increasing our FY18 budget request. Currently our requested FY/18 budget request stands at \$2,253,816, a 3.8% (\$82,510) increase from FY/17. As was discussed last month, consideration for a revised amount may be given at a subsequent Commission meeting to cover a possible increase in rent. Tim has asked the Commission to review and approve a revised FY18 budget in the amount of \$2,266,843, a 4.4% (\$95,537) increase. The additional amount will be used to offset the rent increase. On a motion by Mr. Noguera, seconded by Mr. Mazzuchelli, it was unanimously voted to approve this budget amount for FY18.

Our NPDES Notice of Intent (NOI) was filed with the EPA on January 10, 2017.

7. **New Business:** The changes to 333CMR13.03 are currently being worked on by MDAR. We will have more information in the upcoming weeks.

The 2016 CMMCP annual reports are being compiled and should be completed shortly.

The SRMCB has a quarterly meeting next week in North Attleboro.

Last month the Commission was informed of the driving license status of CMMCP Operations Foreman Richard Greite. It has been determined by OVM that his state vehicle driving privileges have been revoked. As a result his employment was terminated on December 21, 2016.

The Commission was presented with revisions to the Operations Foreman position; on a motion by Mr. Mazzuchelli, seconded by Mr. Noguera, the changes were accepted unanimously. This position will be posted internally in the next week or two. Mr. Noguera asked if we have an Assistant Foreman job specification; Tim D informed him we do not, and was instructed to work on this for the next Commission meeting.

Two CMMCP employees have returned to work after an extended medical absence (not work related).

The FY17 sprayer and truck purchase is underway, we anticipate receiving the vehicles in early Spring.

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No status report on the NetworkFleet program, Tim will contact Boston again.

Tim M had a status report on our annual training programs; he has contacted the Red Cross for our biannual CPR/AED/First Aid training, and has reached out about chain saw safety. Tim D has set up Dig Safe training for all hoist engineers on staff. Tim M also mentioned he is working on additional HazCom training.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: the Commissioners present received and signed the 2017 Conflict of Interest summary. Tim D will follow up with Sam Telford.
9. No correspondences were received for Commission review.
10. Public comment – none (no public in attendance)
11. The meeting adjourned at 11:49 PM. **Next meeting date is February 8, 2017 at the Project office.**

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

Date: Feb. 8, 2017

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