

# CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

## MINUTES OF THE COMMISSIONER'S MEETING

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Date: February 8, 2017

Time: 11:00 AM

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

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

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1. Mr. Day called the meeting to order at 11:09AM by declaring we had a quorum present. 3 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 January 11, 2017 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. Telford:

Jan. 14, 2017	\$20,554.00	Jan. 21, 2017	\$20,554.00
Jan. 28, 2017	\$20,631.07	Feb. 4, 2017	\$20,554.00
4. Submitted FY/17 invoices for February 8, 2017 totaling \$101,357.12 (including payroll) were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Telford.
5. **Work Schedule:** Tim M. reports that the crews are currently working on ditch maintenance projects throughout the districts. Winter weather may confine the work crews to the shop in the upcoming days. No excavator work has been performed since our last meeting, but 2 projects are scheduled; in Hudson & Stow, weather permitting. We had low impact projects completed in Chelmsford, Ashland, Hopkinton, Fitchburg, Berlin, Millbury, Tewksbury and Southboro. We have low impact work in progress in Boxboro, Tewksbury, Webster and Natick. 28 low impact projects are ready to go in 15 member communities. 4 tires have been collected since our last meeting.
6. **Old Business:** The RFR for our building lease is progressing.

Our revised FY18 budget as voted in January 2017 stands at \$2,266,843, a 4.4% (\$95,537) increase.

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No news to report on the changes to 333CMR13.03 but we anticipate more information soon.

The 2016 CMMCP annual reports are being compiled and should be ready to post online shortly.

Tim D has completed individual annual town reports for Billerica, Boxborough, Dracut and Sherborn.

The SRMCB had a quarterly meeting in North Attleboro on January 18. Agenda topics included budget requests, the revised budget policy and 333CMR.

7. **New Business**: The SRMCB annual operations report was due on Jan. 31 and was submitted on Jan. 21.

The NPDES annual operations report was due on Feb. 15 and was submitted on Jan. 20.

The Massachusetts Pesticide Use Report is due on Mar. 1 and was submitted on Jan. 20.

The WasteWise annual report is due on Mar. 31 and was submitted on Jan. 26.

The Pesticide Board has a quarterly meeting scheduled on Mar. 1, 2017.

The SRMCB has a quarterly meeting on Mar. 15 in Westboro.

Tim D has been invited to speak at the Ashburnham Conservation Trust meeting on Mar. 25, 2017.

The NJMCA has their annual meeting from Mar. 15-17. The Commission granted permission for Tim D. and Tim M. to attend.

The open Operations Foreman position is posted and the process will continue to move forward.

The Commission was presented with a classification for an Assistant Foreman position as requested by Mr. Noguera at the January 11, 2017 meeting. On a motion by Mr. Telford seconded by Mr. Mazzarella, it was voted unanimously to create this position.

A discussion on filling the new Assistant Foreman position and/or the open Wetland Specialists position(s) ensued; filling any or all of the positions will be determined by who is promoted to Operations

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Foreman, where staffing needs are the greatest, budget constraints, etc. More information will be presented to the Commission at subsequent meetings.

Our seasonal staff position have been posted and are progressing. 2 returning seasonals have reached out, and their approvals to drive have been received.

Staff evaluations will begin soon. This will be a three step process, with merit pay recommendation to go before the Commission in late Fall.

3 employees recently took the category 47 exam. Two passed; the other will retake the exam soon.

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

Tim D had a conference call regarding the NetworkFleet program with SRMCB and OVM last Friday. If a contract does not exist Tim will work on a department contract with SRB.

Tim M had a status report on our annual training programs; all staff have taken the conflict of interest course and the sexual harassment training for 2017. Haz-Com training was also performed the same day. The HR shared services webinar scheduled for that day had to be cancelled due to technical difficulties. CPR/AED/1<sup>st</sup> aid training is scheduled for all staff on Feb. 17 in Worcester. Dig Safe training is set up for equipment operators on March 7 in Fitchburg. The Clarke Workshop will be held in Foxboro on March 21. On March 30 Tim D has signed up for FMLA training for managers through PACE – Tim M may also sign up. Other training will be scheduled as needed.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: Commissioner Sam Telford was presented with and signed the 2017 Conflict of Interest summary.
9. No correspondences were received for Commission review.
10. Public comment – none (no public in attendance)
11. The meeting adjourned at 11:34 PM. **Next meeting date is March 8, 2017 at the Project office.**

Approved:   
Richard Day, Chairman, CMMCP

Date: March 8, 2017

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