

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: March 8, 2017
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, Sam Telford, Tim Deschamps & Tim McGlinchy. Not present was Commissioners Paul Mazzuchelli & Dean Mazzarella.

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1. Mr. Day called the meeting to order at 11:10AM 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 February 8, 2017 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Telford.
3. The following payrolls were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Telford:

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|---------------|-------------|---------------|-------------|
| Feb. 11, 2017 | \$20,642.08 | Feb. 18, 2017 | \$20,554.00 |
| Feb. 25, 2017 | \$20,554.00 | Mar. 4, 2017 | \$20,554.00 |
4. Submitted FY/17 invoices for March 8, 2017 totaling \$100,568.76 (including payroll) were approved unanimously on a motion by Mr. Noguera, 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 confined the work crews to the shop for a few days. No excavator work has been performed since our last 2 meetings, but 2 projects are scheduled; in Hudson & Stow, weather permitting. We had low impact projects completed in Boxboro, Webster, Natick and Blackstone. We have low impact work in progress in Tewksbury, Fitchburg, Hudson, Ashland and Webster. 28 low impact projects are ready to go in 16 member communities. No tires have been collected since our last meeting but we have some community events scheduled in the next few months.
6. **Old Business:** The RFR for our building lease is progressing, the floor plan is being revised. Tim D did attend a meeting of the Northboro Groundwater Protection Committee at the request of the landlord to talk about our pesticide storage.

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

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Changes to 333CMR13.03 have been posted on the SRMCB website. We have been promised a letter from MDAR that we will send to our listed exclusions very soon; we have already been getting calls and emails about exclusions and have been asking them to check back.

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

7. **New Business:** The SRMCB has a quarterly meeting scheduled on Mar. 15 in Westboro at 10am.

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

The open Operations Foreman position has been filled by Jonathan Briggs. Three CMMCP employees interviewed for this position. Mike Tagg has been promoted to Crew Leader to take the place of Mr. Briggs in District 3.

Our seasonal staff positions have been posted and are progressing. 2 returning seasonals have reached out, and their approvals to drive have been received. Interviews have begun for the other open positions.

Staff evaluations have begun. This is a three step process, with merit pay recommendation to go before the Commission in late Fall.

The FY17 sprayer and truck purchase is nearly complete; we received the vehicles two weeks ago and the sprayers are also coming in and being installed.

Tim D is working with Alex Gill, MDAR contracts manager on the telematics RFR.

We have sent out an RFR for CDL Class A training to several companies in Mass. & Rhode Island.

A hoist engineer training and continuing education RFR is under development with MDAR & CMMCP.

Tim M had a status report on our annual training programs; Dig Safe training was done for equipment operators yesterday March 7 in Fitchburg. The Clarke Workshop will be held in Foxboro on March 21. On March 30 Tim D has signed up for required risk management training for managers through PACE along with Tim M. Boater safety has been offered to some staff by Tim M. Other training will occur as needed under Tim M's direction.

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8. Other business not anticipated by the Chair 48 hours in advance, as informational: none
9. Two correspondences were received for Commission review; one was an email from a resident of Berlin thanking us for some recent ditch maintenance work we preformed, and the other was a letter from the Baystate Roads program congratulating Tim D on becoming a "Roads Scholar" through their training programs.
10. Public comment – none (no public in attendance)
11. The meeting adjourned at 11:38 PM. **Next meeting date is April 12, 2017 at the Project office.**

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

Date: Apr. 12, 2017

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