

## CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

### MINUTES OF THE COMMISSIONER'S MEETING

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Date: December 13, 2017  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Dean Mazzearella, Pablo Noguera, Sam Telford, Paul Mazzuchelli, Tim Deschamps & Tim McGlinchy.

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1. Mr. Day called the meeting to order at 11:05AM by declaring we had a quorum present. 5 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 September 13, 2017 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzearella, seconded by Mr. Mazzuchelli.

3. The following payrolls were approved unanimously on a motion by Mr. Mazzearella, seconded by Mr. Mazzuchelli:

Sep. 16, 2017	\$21,131.91	Sep. 23, 2017	\$22,262.49
Sep. 30, 2017	\$20,550.00	Oct. 7, 2017	\$20,650.00
Oct. 14, 2017	\$20,650.00	Oct. 21, 2017	\$20,650.00
Oct. 28, 2017	\$20,650.00	Nov. 4, 2017	\$21,730.49
Nov. 11, 2017	\$20,650.00	Nov. 18, 2017	\$20,650.00
Nov. 25, 2017	\$20,650.00	Dec. 2, 2017	\$21,544.40
Dec. 9, 2017	\$21,544.40		

4. Submitted FY/18 invoices for December 13, 2017 totaling \$392,224.59 (including payroll) were approved unanimously on a motion by Mr. Mazzearella, seconded by Mr. Noguera. Tim D pointed out that the State had been paying our landlord the old rate for 2 months, and he did correct this with Boston and we saw \$7,680 return to our budget.

5. **Work Schedule:** Tim M. reports that the work crews are all out performing source reduction and stream maintenance work. The goal is to complete at least 2,500 feet of stream cleaning in each town prior to the start of the new year. Surveillance equipment has been collected from the field and has been graded out. Repairs will be made this winter. We had low-flow excavator jobs completed in Hopedale, Sherborn and Millbury. Standard excavator jobs were completed in Marlboro and Leominster. No excavator jobs are in progress due to the weather. We have excavator jobs ready to go in Tewksbury and Auburn. Low impact (hand) work is in progress in Lunenburg, Sherborn, Auburn, Shrewsbury and Billerica. Hand work was

2017 Meeting Schedule:

completed in 12 member communities, with projects ready to go in 11 other communities. A crew participated in the annual Tewksbury Zero Waste Day on September 25th and collected 193 tires for recycling. We collected 1,494 tires since we last met in 26 communities. To date we have collected 25,298 or 252.98 tons of tires for recycling.

6. **Old Business:** Our building add/ren is ongoing: walls have been framed and sheathed, paint is on and floors will be done soon. Progress in ongoing and we anticipate moving back in late January 2018.

Our budget estimate for FY19 remains at \$2,369,984, a 4.5% increase.

The SRB had a quarterly meeting on October 18, 2017 in Westboro. Agenda items included OML updates, district budgets and a vote to create the Pioneer Valley Mosquito Control District. Tim D has asked the SRB to consider a letter to the City of Worcester regarding membership in our program.

We have received the \$12,000 annual assessment for services to Devens for FY19.

7. **New Business:** Tim D met with the Acton BOH on October 23, 2017 at 7:30pm.

Tim D had a 2018 meeting schedule for Commission review. Approved dates will be the second Wednesday of each month. Tim D will send out the required notices.

We were informed in October that the FourStar briquettes we use for catch basin treatments were not properly registered by the state and manufacturer for the past several years. We had an inspection on October 26, 2017 and received a letter of warning on December 4, 2017. From this point forward Tim D will coordinate with all vendors and state regulators to be sure any and all pesticide products we purchase and use are properly registered.

Tim D had quotes from 4 companies for access and security for the renovated building. Costs came in higher than expected but we can modify the bid, as well as have the bidders modify their costs. More information will be available for the Commission at the next meeting.

The NMCA had their annual conference in Plymouth, MA from Dec. 4-6. Frank Cornine and Katrina Proctor each had a poster, and Tim D gave a presentation on our tire recycling program and participation in the EPA's WasteWise program. Tim D also received the NMCA's "Robert L. Armstrong Award" for meritorious service to NMCA and mosquito control.

Tim D had 2 graphs showing favorable opinions from our annual resident survey. Response was rather poor again, only 123 responses from 1,500 (8.2%). This was slightly higher than last year's response however.

2017 Meeting Schedule:



Tim D notified the Commission that he has been told that we are an “anticipated” recipient of a regional achievement certificate from the EPA’s WasteWise program.

Salary adjustments were the next agenda item for discussion. On a motion by Mr. Noguera, seconded by Mr. Telford, it was unanimously voted to adjust the salaries of the listed employees as follows:

NAME	Hourly	Weekly	Yearly
Allard, Edward	\$22.15	\$886.00	\$46,072.00
Begin, Jay	\$35.89	\$1,435.60	\$74,651.20
Best, Curtis	\$41.84	\$1,673.60	\$87,027.20
Briggs, Jonathan	\$29.87	\$1,194.80	\$62,129.60
Cornine, Frank	\$25.65	\$1,026.00	\$53,352.00
Croshaw, Edward	\$20.62	\$824.80	\$42,889.60
Cunningham, Jim	\$18.14	\$725.60	\$37,731.20
Demers, Richard	\$19.06	\$762.40	\$39,644.80
Deschamps, Timothy	\$55.70	\$2,228.00	\$115,856.00
Garcia, Bryan	\$17.43	\$697.20	\$36,254.40
Healy, Sean	\$22.81	\$912.40	\$47,444.80
Holmes, Ellen	\$18.40	\$736.00	\$38,272.00
LaBaire, Mike	\$17.61	\$704.40	\$36,628.80
McGlinchy, Timothy	\$43.89	\$1,755.60	\$91,291.20
Mullins, David	\$23.02	\$920.80	\$47,881.60
Proctor, Katrina	\$28.32	\$1,132.80	\$58,905.60
Provost, Jeffrey	\$22.36	\$894.40	\$46,508.80
Ragozzino, Nick	\$18.14	\$725.60	\$37,731.20
Tagg, Michael	\$21.49	\$859.60	\$44,699.20
Walsh, Dave	\$21.24	\$849.60	\$44,179.20
Welch, Timothy	\$29.95	\$1,198.00	\$62,296.00

These adjustments are effective December 18, 2017.

Tim D will look at the budget numbers and see if a posting for field technician is possible and or necessary in the next few months.

Tim has received 2 letters from OVM regarding the “How’s My Driving” program. The employees in question have been spoken to and notes have been made in the employee log, as well as in their personnel file.

Tim D reports that the telematics program is working as intended.

We had continuing education training for (9) 1c/2a license holders on November 28, 2017.

2017 Meeting Schedule:

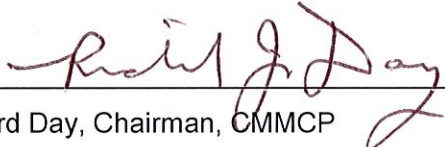
(2) Ford F-150 truck are on order, with anticipated delivery in February or March.

In order to qualify for the trucks noted about, we have to request a waiver from the state's new MPG policy. A vehicle idling policy was crafted by Tim D based on a similar policy from Cape Cod Mosquito Control Project. On a motion by Mr. Mazzarella, seconded by Mr. Noguera, this policy was unanimously voted and accepted.

Tim D has received a quote for a website revision and update. He will gather more information for Commission review.

Tim D, Tim M and Frank Cornine travelled down to Plymouth County Mosquito Control to review their progress on the Frontier Precision software platform. More information will be presented to the Commission at subsequent meetings.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: our storage container has gone on the surplus list and has already generated some interest from other state agencies. The Commission was reminded that they need to log into their PACE account or provide Tim D will information on sexual harassment training they have previously received.
9. No correspondences were received for Commission review.
10. Public comment – none (no public in attendance)
11. The meeting adjourned at 11:55PM. **Next meeting date is January 10, 2018 location 276 West Main St. Unit 8 Northboro.**

Approved:   
Richard Day, Chairman, CMMCP

Date: 1-10-18

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