

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

.....

Date: January 10, 2024
Time: 11:00 AM
Place: Conference call line, (508) 936-3638 1234#
Present: Roll call, present: Richard Day, Pablo Noguera, Paul Mazzuchelli, Sam Telford, Tim Deschamps, Tim McGlinchy and Frank Cornine. Not present was Commissioner Dean Mazzearella.

.....

1. Mr. Day called the meeting to order at 11:02AM by declaring we had a quorum present after roll call, and it was noted for the record the agenda was posted online on the CMMCP website in accordance to 940CMR 29.03(1)(c). 4 CMMCP Commissioners were in attendance on the conference call line, as was CMMCP Executive Director Tim Deschamps, CMMCP Director of Operation Tim McGlinchy, and CMMCP Staff Biologist Frank Cornine. No members of the public were present.

2. Public comment – none

3. The minutes of December 13, 2023 CMMCP Commissioner's meetings were accepted on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.

4. The following payrolls were voted unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Noguera.

Dec. 9, 2023	\$25,445.60	Dec. 16, 2023	\$25,445.60
Dec. 23, 2023	\$25,445.60	Dec. 30, 2023	\$25,445.60
Jan. 4, 2024	\$25,445.60		

5. Submitted FY/24 invoices for Jan. 6, 2024 totaling \$230,746.03 (including payroll) voted unanimously on a motion by Mr. Noguera, seconded by Mr. Telford.

6. **Work Schedule:** Tim M. reports that field crews have primarily been working on source reduction jobs including stream cleaning throughout the districts. We had set a goal of a minimum of 2,500 feet of stream cleaning in each town for 2023 and that goal was accomplished. The recent snow storm caused the field crews to remain at the shop for a few days, where they

performed vehicle and equipment maintenance. With the excessive rain and snow melt, the field crews have been focusing on cleaning out culverts. Once the weather cooperates, they will resume their source reduction jobs.

A beaver flow device has been monitored and maintained in Grafton. There are currently three low impact source reduction jobs (SRJ) in progress, in Lowell, Hudson, and Webster. Many of these SRJ's have been completed recently, in the towns of Boylston, Hudson, Leominster, Littleton, Gardner, Westborough, Ashland, and Sturbridge. From 12/14/23 to 1/10/24, two tire collections have occurred in the Cities of Gardner and Leominster, totaling 64 tires.

7. **Old Business:** Tim M reiterated to the Commission of the preliminary FY25 budget request, \$3,079,424, a 7.5% increase.

Tim D, Tim M, and Frank C attended the SRB mtg, virtually, on 12/19/23.

Tim M and Frank C attended the DEI Initiative mtg, virtually, on 1/9/24. The goal of these initiatives is to increase the diversity of the SRB workforce. Strategies were discussed with the SRB contact for DEI.

The Central MA Public Health Network mtg, is scheduled for this afternoon. Tim D will be giving a brief presentation on the services CMMCP provides to member communities.

Office Manager Ellen Holmes has left service, with her last official day being 1/12/24. Tim M and Frank C have been covering her administrative duties in her absence.

The EV First Initiative is continuing to proceed. Alex Giannantonio is scheduled to visit CMMCP soon to discuss EV purchasing, charging station logistics and potential associated grants.

8. **New Business:** Tim M stated the 2023 CMMCP Operations Report has not been completed yet, as the new template has not been finalized by the SRB. Once the new template is received, CMMCP will complete this report and submit it to the SRB.

The NPDES permit for CMMCP has been updated, filed, and posted.

Tim D clarified his retirement, effective 1/16/24, but reiterated he will continue to help transition CMMCP. The Commission thanked Tim for his dedication and service to CMMCP.

Mr. Mazzuchelli made a motion for Tim M. to become Interim Executive Director, which was seconded by Mr. Telford. This motion was then accepted unanimously.

Tim M presented a proposed Administrative Coordinator position, with job specifications, to the Commission. Discussion ensued, with Mr. Mazzuchelli making a motion to approve the proposed Administrative Coordinator position, as a post-retirement position for Tim D, for one cycle before review. This motion was seconded by Mr. Noguera, and accepted unanimously by the Commission.

Tim M presented, for approval, the updated job specifications for the Executive Director, Director of Operations, and Staff Biologist. Mr. Mazzuchelli made a motion to accept these changes, Mr. Noguera seconded the motion, and the Commission then voted unanimously to approve.

9. No correspondences were received for Commission review.
10. Other business not anticipated by the Chair 48 hours in advance, as informational: none
11. The meeting adjourned at 11:41AM. The next meeting date is February 14, 2024 by conference call unless otherwise posted.

Approved: 
Richard Day, Commission Chair, CMMCP

Date: Feb 17, 2023