

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: January 10, 2018
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 Pablo Noguera and Paul Mazzuchelli. Also in attendance was Clinton BOH Agent John McNally.

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1. Mr. Day called the meeting to order at 11:17AM 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. One member of the public was in attendance, Mr. John McNally, Clinton BOH Agent.

2. The minutes of December 14, 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:

Dec. 16, 2017	\$21,544.40	Dec. 23, 2017	\$22,143.20
Dec. 30, 2017	\$22,143.20	Jan. 6, 2018	\$22,188.13

4. Submitted FY/18 invoices for January 10, 2018 totaling \$102,954.17 (including payroll) were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Telford.

5. **Work Schedule:** Tim M. reports that the work crews were able to meet their stream cleaning goals for 2017 of 2,500 feet in all cities and towns with the exception of Devens. The crews had been out performing ditch maintenance work until the snow and arctic air arrived. They have since been performing maintenance on equipment as well as stocking town halls and libraries with educational materials and distributing work reports. We hope this current warming trend reduces snow pack and ice enough to the point that we are able to get back out and continue ditch maintenance work soon. Due to the holidays and weather we have not been able to accomplish as much ditch maintenance work as we have in past months. No excavator work has been completed since we last met and no work is in progress, but we have projects ready to go in 3 communities. We have low impact projects in progress in Lunenburg, Acton, Shrewsbury (2), Auburn & Tewksbury. Low-impact work was completed in Auburn (2), Sherborn, Billerica & Tewksbury. Low-impact work is ready to go in 13 communities, with some town having multiple projects ready to go. 125 tires were collected since our last meeting from the town of Billerica's DPW garage, bringing our totals for this program to 25,550 tires.

2018 Meeting Schedule:

6. **Old Business:** Our building add/ren is nearing completion; progress in ongoing and we anticipate moving back in late January.

Tim D presented the Commission with a revised (lower) budget figure for FY19 after additional information has been received. Our budget estimate for FY19 will now be \$2,343,984, a 3.4% increase over FY18. On a motion by Mr. Mazzarella, seconded by Mr. Telford, this figure was voted unanimously. Tim will communicate with SRB our revised budget number. Mr. McNally had a few questions on the budget figure and how it was calculated each year.

We have learned that the landlord will be installing a burglar alarm system at 111 Otis – we will revise the RFR for access control and security and send it back out in a few weeks.

The report on our 2017 resident survey is delayed due to required budget notifications and other annual reporting.

Tim D sent out a press release he received from the EPA by e-mail to the Commission and SRB regarding the certificate from the WasteWise program for our tire recycling program. One congratulatory comment was received from Boston.

7. **New Business:** We are awaiting revised ethics training from the State for the Commission and CMMCP staff.

Tim D will complete the “State Agency Vulnerability Assessment” survey as requested by SRB this week.

The SRB has a quarterly meeting scheduled on January 17 at the new Norfolk County MCD building. Tim has been notified of a meeting afterwards for Superintendents requested by the MDAR Commissioner and Chief of Staff regarding exclusion postings.

Annual operations reports are due January 31. Mr. McNally had a few questions about the adulticide we use.

The CMMCP annual report is being compiled and will be posted on the CMMCP website when completed.

The NPDES annual report is due February 15.

Tim D requested the revised budget policy from SRB and will send out our budget to member communities after next week’s SRB meeting.

2018 Meeting Schedule:

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 D is setting up test preparation training for potential 1c/2a license holders. Tim M is working on CDL A training for CMMCP Foreman Jonathan Briggs. We are watching the State's PACE website for updated ethics training to be posted. Annual Right to Know training will be performed soon.

Tim D has heard about our (2) Ford F-150 truck on order, they should be sent to the dealer from Ford Motor Company in late January, and we anticipate receipt in mid to late February.

Tim D has will be meeting with Virtual Towns & Schools in a few weeks about a website revision and update. He will gather more information for Commission review.

Tim M and Frank Cornine are working with Frontier Precision to gather information on the GIS/sprayer program and will have a report in February.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: none
9. No correspondences were received for Commission review.
10. Public comment – none
11. The meeting adjourned at 11:52PM. **Next meeting date is February 7, 2018 location 111 Otis St.**

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

Date: Feb. 17 2018

2018 Meeting Schedule:

January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12