

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: February 14, 2018
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Dean Mazzarella, Sam Telford, Pablo Noguera, Paul Mazzuchelli, Tim Deschamps & Tim McGlinchy. No members of the public were present.
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1. Mr. Day called the meeting to order at 11:01AM by declaring we had a quorum present, and noting for the record the agenda was posted online on Feb. 2, 2018 at 6:41AM. 5 CMMCP Commissioners were in attendance, as was CMMCP Executive Director Tim Deschamps and CMMCP Director of Operations Tim McGlinchy.
2. The minutes of January 10, 2018 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzuchelli, seconded by Mr. Noguera.
3. The following payrolls were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli:

Jan. 13, 2018	\$22,143.20	Jan. 20, 2018	\$22,143.20
Jan. 27, 2018	\$22,143.20	Feb. 3, 2018	\$22,143.20
Feb. 9, 2018	\$22,143.20		
4. Submitted FY/18 invoices for February 14, 2018 totaling \$186,010.25 (including payroll) were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.
5. **Work Schedule:** Tim M. reports that the work crews are all out performing ditch maintenance projects. They have been assisting with the facility move during times of inclement weather over the last month. Special thanks go out to Jonathan Briggs, Dave Mullins and Mike Labaire who have been particularly beneficial during the facility move. We have excavator jobs ready to go in Tewksbury, Auburn and Billerica. We have low impact work in progress in Lunenburg, Auburn, Leominster, Billerica and Hudson. Similar projects were completed in Acton, Shrewsbury, Tewksbury, Chelmsford and Sherborn. Low impact jobs are ready to go in 14 member communities, some with multiple projects scheduled. One tire was picked up this past month, but a collection event is scheduled in Leominster in May.
6. **Old Business:** Our building add/ren is complete. A brief tour will be held after the meeting, an open house is tentatively planned for mid-March.

Our budget estimate for FY19 is \$2,343,984, a 3.4% increase over FY18.

2018 Meeting Schedule:

We have revised the RFR for access control and security and expect bids this week.

The Commission has received and acknowledged the 2018 Conflict of Interest training.

The SRB's quarterly meeting on February 21 (rescheduled from January) has been cancelled. The meeting afterwards for Superintendents requested by the MDAR Commissioner and Chief of Staff regarding exclusion postings is still planned that day.

Annual operations reports were due January 31 and Tim D sent ours into Boston on Jan. 18. This report is posted on our website.

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 completed ours and sent it into the EPA on Jan. 17. This report is posted on our website.

Tim D mailed out the SRB's budget policy to member communities on Feb. 8. This information is posted on our website.

7. **New Business:** Tim D met with officials from the City of Worcester's health departments on Feb. 5. There is interest in our program from city health officials but more work still has to be done. Discussion ensued about rendering services to Worcester should they enter the program in the coming months.

The NJMCA annual meeting is March 13-16, 2018. Tim and Tim will attend; this will necessitate cancelling our March Commission meeting.

We received one bid for cleaning the office areas from National Cleaning Service. Service has begun.

Tim D has sent out an RFR for a new phone system. He is waiting to hear from Boston if we can move ahead or if we have to go with a state system.

We are waiting for another bid on our website revision.

Tim D has coordinated with Boston for up to 8 seasonal hires; 2 FTE positions may also be posted.

Tim M had an update on staff training; 2018 Mandatory Ethics and Sexual Harassment training has been completed by all staff. Right to Know and Haz-Com training will occur in the next few weeks. Category 47

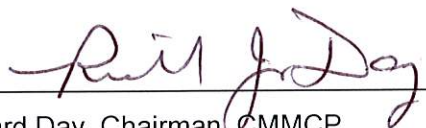
2018 Meeting Schedule:

testing has been proposed to 3 eligible employees. Tim D is setting up a 1c/2a test prep course for 5-6 employees in mid-March ahead of the test on March 28. Dig Safe training for hoist license holders is scheduled for March 20 in Fitchburg. The Clarke Workshop is scheduled for April 18 in Peabody – all staff is registered. Our CPR/AED/1st Aid certificates are good for one more year. Tim M is working with Foreman Jonathan Briggs on CDL-A training. Dave Mullins, Field Biologist has expressed interest in the BCE certification through the ESA. Tim D has purchased the study materials. Spill response for the NPDES permit, as well as compressed gas training will be held in late May.

We expect our (2) Ford F-150 trucks by the end of the month or early March.

Tim M and Frank Cornine are working with Frontier Precision and have gathered information on the GIS/sprayer program. The quote received is within the amount anticipated, and this work will continue to move forward.

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 11:47PM. Next meeting date is March 14, 2018 **location 111 Otis St.**

Approved: 
Richard Day, Chairman, CMMCP

Date: April 11 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