

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: March 13, 2019  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Dean Mazzearella, Paul Mazzuchelli, Sam Telford, Tim Deschamps & Tim McGlinchy. Not in attendance was Commissioner Pablo Noguera. No members of the public were present.  
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1. Mr. Day called the meeting to order at 11:16AM by declaring we had a quorum present, and noting for the record the agenda was posted online on March 8, 2019 at 8:18AM. 4 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 present.

2. The minutes of January 9, 2019 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzearella, seconded by Mr. Telford.

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

Jan. 12, 2019	\$23,575.20	Jan. 19, 2019	\$23,575.20
Jan. 26, 2019	\$23,656.18	Feb. 2, 2019	\$23,275.68
Feb. 9, 2019	\$23,908.88	Feb. 16, 2019	\$23,575.20
Feb. 23, 2019	\$23,339.44	Mar. 2, 2019	\$23,339.44
Mar. 9, 2019	\$23,339.44		

4. Submitted FY/19 invoices for March 13, 2019 totaling \$337,224.29 (including payroll) were approved unanimously on a motion by Mr. Mazzearella, seconded by Mr. Telford.

5. **Work Schedule:** Tim M. reports that work crews are currently working on updating their larvicide sites in their tablets. They will focus on water management work throughout the Project's territory once the snow melts. During periods of inclement weather they are also doing equipment maintenance and shop projects. Since our last meeting we had excavator jobs completed in Southboro and Auburn. We have an excavator job ready to go in Leominster. We completed low impact (hand work) jobs in Billerica, Sturbridge, Blackstone, Northbridge and Holliston. We have low impact jobs in progress in Acton, Auburn,

2019 Meeting Schedule:

Marlboro, Tewksbury, Southboro and Blackstone. 25 projects are ready to go in 20 member towns. Since our last meeting we collected 103 tires in our source reduction program for a total of 29,061 tires.

6. **Old Business**: No update on the FY20 budget amount. Tim D's initial estimate for FY20 is \$2,577,745, a 3.4% increase (\$84,761).

Phase 2 of our building security system upgrade is complete.

Tim D. is still waiting for information on upgrades to our computer network for Commission review.

The SRB had their first quarterly meeting for 2019 next week on January 16, at the DFW building.

Plans are underway for our standard helicopter application in Billerica, Boxborough and Chelmsford.

Budget information has been sent to all member communities per the SRB budget process – no inquiries have been received to date.

7. **New Business**: The SRB has another quarterly meeting next week on March 20 at the DFW building.

2 additional FTE personnel have completed the hiring process.

Tim M had an update on our 2019 training; CPR/AED/First Aid training was held on Feb. 7; we have all employees take the mandatory PACE courses to date for 2019, and we will continue to check in; Jonathan Briggs will be taking the CDL A program in April; Dave Mullins is continuing to study for the BCE exam; new employee John Briggs passed his CORE license exam; 1c/2a hoist license continuing ed was held on March 1; test prep for the 1c/2a exam will be held on March 14; Dig Safe training will be held on March 19; the Clarke workshop is scheduled for April 4; Rick Demers is taking the boater safety course; we have scheduled a free webinar titled "Prepping for an OSHA Inspection" on April 22. Additional training programs may be scheduled as they are available and needed.

Seasonal positions have been created and will be posted this week.

The OVM lease/purchase of 5 new vehicles is complete and they are being outfitted and will be in service shortly.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: none

2019 Meeting Schedule:

9. No correspondences were received for Commission review.
10. Public comment – none
11. The meeting adjourned at 11:22AM. **Next meeting date is April 10, 2019, location 111 Otis St.**

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

Date: April 10, 2019

2019 Meeting Schedule:

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January 9, February 13, March 13, **April 10**, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 18\*