

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: May 9, 2018  
Time: 11:00 AM  
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532  
Present: Richard Day, Dean Mazzarella, Pablo Noguera, Paul Mazzuchelli, Sam Telford, Tim Deschamps & Tim McGlinchy. No members of the public were present.

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1. Mr. Day called the meeting to order at 11:07AM by declaring we had a quorum present, and noting for the record the agenda was posted online on May 7, 2018 at 6:28AM. 5 CMMCP Commissioners were in attendance, as was CMMCP Executive Director Tim Deschamps and CMMCP Director of Operations Tim McGlinchy.
2. The minutes of April 11, 2018 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzarella.
3. The following payrolls were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Telford:

|               |             |               |             |
|---------------|-------------|---------------|-------------|
| Apr. 14, 2018 | \$22,143.20 | Apr. 21, 2018 | \$24,135.06 |
| Apr. 28, 2018 | \$22,768.15 | May 5, 2018   | \$22,311.00 |
4. Submitted FY/18 invoices for May 9, 2018 totaling \$357,083.11 (including payroll) were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Telford.
5. **Work Schedule:** Tim M. reports that the work crews are all out larviciding. To date we have received 499 requests for this service from residents. As of 7:30 this morning we have serviced 376. This represents about 75% of all the calls to date. The crews have been straight out all month as they are dealing with requests, sites that have treatment history, learning new areas, tire clean ups, all while integrating new technology (Frontier Precision) into their daily work process. No excavator jobs were completed, but three are ready to go. One low impact project was done in Chelmsford. 19 other low impact jobs are ready to go in 12 member communities. 298 tires were collected in 11 town, and we participated in 2 town-wide cleanups in Fitchburg and are scheduled this weekend in Leominster.
6. **Old Business:** The Worcester City Council voted on April 24, 2018 to become a member of CMMCP effective May 1, 2018. A 2 month service invoice has been generated for \$24,833, and their annual assessment through MDOR will be \$149,000. On a motion by Mr. Mazzarella, seconded by Mr. Noguera, the CMMCP Commission unanimously voted to accept the City of Worcester into our program effective May 1, 2018.

2018 Meeting Schedule:

Our budget estimate for FY19 will be revised to reflect the addition of Worcester to our program. On a motion by Mr. Mazzuchelli, seconded by Mr. Noguera, the CMMCP Commission unanimously voted to approve a budget of \$2,492,984 for fiscal year 2019. This represent a 3.4% increase over FY18.

The access control and building security work is currently underway and should be complete is a week or two.

Our website revision is underway and will be completed by the end of May. Tim D is working closely with the vendor and expects to receive training soon.

Audio visual upgrades to the conference room are expected to be done by the end of May or early June.

MDPH will have their season start meeting on May 14 at 10:30am in Jamaica Plain.

7. **New Business:** The Commission was presented with the work plan for the City of Worcester for May & June. Tim D worked on this with help from the SRB legal department.

Tim D has reached out to several state vendors on a video presentation on our program. He has heard interest from 2 of them and will continue to coordinate with them. More information will be presented when it is received.

Tim will also work with a state vendor for a review of our educational materials, including translation into other languages.

Tim D presented the Commission with a revised district structure now that Worcester has joined the program. The new structure adds a new district for a total of 6. This will require the promotion of a field technician to crew leader right away. The possibility of adding 2-3 new FTE will be discussed at a future Commission meeting.

All 8 seasonal staff are ready to come on board. Their hire dates have been staggered but the field techs need to come on first to register for the catch basin permit exam. The test date is May 25.

Tim M had an update for the Commission on our training status. He will perform Haz-Com training over the next few weeks; 2 employees (Jonathan Briggs & David Mullins) passed their test for the 1c/2a hoist license; 4 employees are taking a boater safety course after hours; compressed gas training will be held at the end of May or early June; and 3 employees are taking either hunter education, trapper education or both.

Tim D presented the Commission with the possibility of another tax exempt lease purchase (TELP) of up to 5 new trucks; he will present more information to the Commission as it is received.

2018 Meeting Schedule:

Tim M had an update on the GIS/sprayer program. Things are on track and this work will continue to move forward.

Tim D presented the Commission with the possibility of adding video surveillance (dashcams) to our fleet. After discussion, the Commission directed Tim to table this item for now, and get some feedback from the crews for future consideration.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: Tim D. has begun to monitor annual town meeting warrants, and has viewed 29 of 35 so far, with no mention of warrant articles that pertain to CMMCP.
9. One correspondences were received for Commission review, a letter from a resident of Hopedale commending us for our technician's professionalism and courtesy.
10. Public comment – none
11. The meeting adjourned at 11:42PM. **Next meeting date is June 13, 2018 location 111 Otis St.**

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

Date: July 11, 2018

2018 Meeting Schedule:

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