

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

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Date: July 11, 2018
Time: 11:00 AM
Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532
Present: Richard Day, Pablo Noguera, Paul Mazzuchelli, Tim Deschamps & Tim McGlinchy. Dean Mazzarella and Sam Telford were not present. No members of the public were in attendance.
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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 July 9, 2018 at 7:51AM. 3 CMMCP Commissioners were in attendance, as was CMMCP Executive Director Tim Deschamps and CMMCP Director of Operations Tim McGlinchy.

2. The minutes of May 9, 2018 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Noguera, seconded by Mr. Mazzuchelli.

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

May 12, 2018	\$22,829.26	May 19, 2018	\$22,397.17
May 26, 2018	\$25,676.40	May 5, 2018	\$22,311.00
Jun. 2, 2018	\$25,428.90	Jun. 9, 2018	\$28,607.50
Jun. 16, 2018	\$29,056.63	Jun. 23, 2018	\$28,826.16
Jun. 30, 2018	\$27,090.53		

4. Submitted FY/18 invoices for July 11, 2018 totaling \$361,285.19 (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 servicing spray requests and treating catch basins. Seasonal basin crews are out each day performing treatments in previous West Nile areas and expanding on the work by the night crews. To date we have received 13,367 service requests, and have closed out 11,166, leaving 2,201 (16%) outstanding. After a few tweaks, the new routing system is working quite well and crews have become more efficient. Tim D noted that in years past, we have not been able to treat many catch basins in the month of June, but with the new GIS system and additional seasonal staff, we are on pace for a record year of basin treatments.

2018 Meeting Schedule:

6. **Old Business:** Preliminary budget discussion began for FY20. Tim D estimates an approximate \$340k budget surplus. He will work on an initial estimate for FY20 for Commission review in August.

The access control and building security work is nearing completion, and few upgrades have been added such as security glass in doors and the inner entrance, a "panic button" installed in 3 offices, new locksets and a badge printer. Tim D will work on phase 2 (additional doors and cameras) with the contractor and have a quote for Commission review in the next few months.

Tim D gave a demonstration of our new website on our new A/V system installed in the conference room.

Tim D has received quotes for a 20-30 minute video production on our program at/around \$30,000. After discussion the Commission directed him to proceed, and Tim noted that additional costs may be incurred due to their production schedule and the nature of our seasonal program.

7. **New Business:** Tim D noted to the Commission that 3 CMMCP communities have had positive WNV samples, and he has coordinated a response with the respective Boards of Health. Additional WNV+ samples have been found in other areas of the state.

All 4 seasonal staff hired for catch basin treatments have passed the catch basin permit test.

Tim D opened the possibility of adding additional FTE to our staff, he will have more information at a subsequent Commission meeting.

Tim M had an update for the Commission on our training status. He performed Haz-Com training for all staff, and we had AirGas come out and perform compressed gas training for staff that work with this type of equipment.

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 from OVM.

Tim M had an update on the GIS/sprayer program. Things are working very well, and Tim D is exploring the option of adding additional equipment.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: none
9. No correspondences were received for Commission review.

2018 Meeting Schedule:

10. Public comment – none

11. The meeting adjourned at 11:50PM. **Next meeting date is August 8, 2018, location 111 Otis St.**

Approved: Richard Day
Richard Day, Chairman, CMMCP

Date: Aug. 8, 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