

BOARD OF HEALTH

Minutes of Meeting of June 17, 2014

Board members, Carol Bradford, Linda Huet-Clayton, Susan Sama, Robert C. Leupold, Health Director and Michele Korman, Health Coordinator were present in the DPW conference room at 4:00pm and the meeting commenced at 4:10pm.

1. Minutes of Meeting of April 8, 2014 were approved
2. Invoices were approved
3. Correspondence was reviewed and included the following:
 - (a) DPH memo: State supplied flu vaccine availability, May 29, 2014
 - (b) DPH memo: Clinical Measles Alert # 2, June 4, 2014
 - (c) WasteWater Environmental Management, Inc. memo: Laboratory Analysis: Lincoln-Sudbury Regional High School Test Report
 - (d) Woodward & Curran memo: Discharge Monitoring Report- Permit # 4-23, Raytheon Sudbury Facility, May 23, 2014
 - (e) NStar memo: herbicides along power lines and natural gas rights-of-way that pass through municipality, May 15, 2014
 - (f) DEP memo: Sudbury Sanitary Landfill: Post-Closure Use, Solar Facility, Certification of Construction Completion Approval, May 22, 2014
 - (g) DPH memo: 2014 Local Public Health Mini-Grants Request for Response
 - (h) Management Tools & Resources memo: Implementation of TriMetrix EQ assessment, June 1, 2014
 - (i) Woodward & Curran memo: Discharge Monthly Monitoring Report- Permit # 4-23, Raytheon Sudbury Facility, June 9, 2014
 - (j) May 2014 BOH Nurse Report
 - (k) Accounting spreadsheets: General Funds, June 2014 FY '14
 - (l) Accounting spreadsheets: General Fund Revenues, May 2014 FY '14
 - (m) The Beacon newsletter: June 2014

- Linda Huet-Clayton, Board member made motion to elect Carol Bradford as Chairman, motion was seconded by Susan Sama, Board member, Motion was granted.

Health Director Retirement Planning:

- Robert Leupold, Health Director discussed with the Sudbury Police Chief Nix about setting up a sharps kiosk at the police station, RL, discussed that the Board of Health does not have the appropriate funds to expedite this plan of action. RL is anticipating that a kiosk stand would cost around \$ 25, 000 to implement, Board of Health could fund \$1,200.00
- Chairman Bradford updated the Board on the on-going process of checking references for new Board of Health Director, William Murphy.

- Discussed the Board's next steps would be to generate an offer letter to William Murphy and to decide with Assistant Town Manager, Maryanne Bilodeau a salary offer.
- Robert Leupold, Health Director discussed his concern about the timing in bringing on William Murphy and transition time. RL is looking towards a retirement date of September 4, 2014. RL is also looking into possibly staying on, possibly in a part-time role in order to help out with the transition process. This would have to be allocated through the personnel department. RL discussed this option with the Sudbury Town Manager, Maureen Valente, the Town Manager indicated that she would be supportive in a part-time position for RL.

BOH Nursing Position:

- Robert Leupold, Health Director updated the Board on the BOH Nursing position:
- Discussed a projected start date of January 1, 2015
- Still working with personnel on salary grade approval
- Robert Leupold, Health Director, discussed working on time commitment for position as well as discussing a 6-month contract with Parmenter Health Services, is receiving some push-back regarding this proposal

Miscellaneous Business:

- Chairman Bradford discussed preparing offer for incoming Director, William Murphy, discussed working with Personnel Director in working on procedures in order to put together an offer.
- Linda Huet Clayton, Board member made motion to allow, Chairman Bradford to complete job hiring process, Susan Sama seconded motion, motion granted.
- Next Board of Health meeting scheduled: Tuesday, July 15, 2014

Meeting adjourned: 5:22pm

Respectfully submitted: Michele Korman/MK