

## BOARD OF HEALTH

Minutes of Meeting of February 11, 2014

Board members, Carol Bradford, Linda Huet-Clayton, Chairman McNamara, Robert C. Leupold, Health Director and Michele Korman, Health Coordinator were present in the DPW conference room at 4:05pm and the meeting commenced at 4:10p.m

1. Minutes of Meeting of January 14, 2014 were approved.
2. Invoices were approved
3. Correspondence was reviewed and included the following:
  - (a) Kleinfelder memo: MassDEP- Former Mobil Service Station, 465 BPR, Sudbury: February 3, 2014
  - (b) Dept. of Public Works memo: January 2014 Inspection Report: Sand Hill Sanitary Landfill: January 24, 2014
  - (c) Sudbury Senior Center memo: Sudbury Senior Center Community Work Program
  - (d) Accounting spreadsheets: General Fund Revenues- December 2013: FY '14
  - (e) Accounting spreadsheets: Special Revenues- December 2013: FY '14
  - (f) Accounting spreadsheets: Trust Funds- December 2013: FY '14
  - (g) Accounting spreadsheets: Monthly Statement- December 2013: FY '14
  - (h) Just In Time Disaster Training e-mail: January 8, 2014
  - (i) East Middlesex Mosquito Control Project memo/update
  - (j) Dept. of Public Health memo: Skin Rashes among Student Athletes: January 31, 2014
  - (k) Sudbury BOH Nurse End of the Year Report: 2013
  - (l) Sudbury BOH Nurse Report: January 2014
  - (m) Woodward & Curran memo: Discharge Monthly Operating Report: Raytheon Facility, Sudbury: January 27, 2014
  - (n) Parmenter Sudbury Visiting Nurse Association: memo
  - (o) Rosemary Harvell, Town Clerk, e-mail: Rabies Exemption/ Requirement for Dogs: February 3, 2014
  - (p) FY '15 Preliminary Budget & Financing Plan: January 2014
  - (q) Town Classification Plan: FY '13
  - (r) Board of Health Public Health Nurse DRAFT Job Description

### **FY '15 Budget:**

- Robert C. Leupold, Health Director discussed meeting with the Town Manager regarding proposed Sudbury Board of Health full-time Nursing position/job description. Reports that the Town Manager is in support of proposal. Also discussed RCL, Health Director to work with the Assistant Town Manager in creating a grade classification/job description for Sudbury Board of Health Nursing position. After reviewing proposal, asked to pass on to the Human Resources Department for review.
- Chairman McNamara made motion to approve/support job description as well as pay scale grade same as Community Social Worker for Sudbury Board of Health Nursing position. Carol Bradford, member, seconded motion, Linda Huet-Clayton, member, 3<sup>rd</sup>, Motion granted.

- Linda Huet-Clayton, member made motion “To authorize the Town Clerk’s Office to act as an agent of the Board of Health and declare a dog exempt from the rabies vaccination requirement upon presentation of a veterinarian’s certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons; (ii) is in transit; or (iii) was brought into the commonwealth temporarily for the sole purpose of display in a show or for exhibition.” Motion granted.
- RCL, Health Director: Discussed review of Job description/employment announcement for Health Director position.

Meeting adjourned:

5:08pm

Submitted:

Michele Korman  
Sudbury Board of Health