

BOARD OF HEALTH

Minutes of Meeting of September 9, 2014

Board members, Susan Sama, Linda Huet-Clayton, Chair Carol Bradford, William Murphy, Health Director, Robert C. Leupold and Michele Korman, Health Coordinator were present in the DPW conference room at 4:00pm and the meeting commenced at 4:05pm.

1. Minutes of Meeting of May 20, 2014 were approved
2. Minutes of Meeting of July 15, 2014 were approved
3. Invoices were approved
4. Correspondence was reviewed and included the following:
 - (a) Maryanne Bilodeau, Asst. Town Manager/Human Resources email: Outreach Workers, September 9, 2014
 - (b) Disclosure of Appearance of Conflict of Interest memo: William Murphy
 - (c) Accounting spreadsheet: Monthly statement: June 2014- FY '14
 - (d) Accounting spreadsheet: Monthly statement: July 2014- FY '15
 - (e) Accounting spreadsheet: FY15 Monthly statement: July 2014
 - (f) Accounting Office memo: FY15 Departmental Budget
 - (g) Treasurer Dept. email: FY14 Town Trust Financial Report and FY15 Beneficiary Requests for Spending Pooled Trusts FY14 Q4 Final: 7/18/14
 - (h) Town of Sudbury Personnel Authorization Form: Termination of Employment: Retirement: 9/5/14
 - (i) Town of Sudbury Personnel Authorization Form: William Murphy: 8/13/14
 - (j) Thank You card: Andrea Crete
 - (k) Sudbury Board of Health Job offer letter, William Murphy: 6/24/14
 - (l) Accounting spreadsheet: General Fund Revenues: June- FY14
 - (m) Accounting spreadsheet: Monthly statement: June 2014- FY14
 - (n) Accounting spreadsheet: Trust Funds: June 2014- FY14
 - (o) Accounting spreadsheet: Special Revenues: June 2014- FY14
 - (p) Accounting spreadsheet: Next Year Budget Detail Report: FY15
 - (q) Accounting office memo: FY15 Budget- 7/9/14
 - (r) JoAnne Petro email: Updates from Coalition Meeting/Reg. 4A- Listing of Mtng. Dates- July 2014 thru June 30, 2015: 9/3/14
 - (s) Metro West Tobacco Control Coalition memo: Informational, Town of Sudbury Tobacco Compliance Results: 8/4/14
 - (t) Dorothy Oldroyd, Town Clerk's office email: Medical reserve corps executive committee: 8/26/14
 - (u) August 2014 BOH Nurse Report
 - (v) Dept. of Public Works memo: Landfill Gas/ Sand Hill Landfill, Sudbury: 6/24/14
 - (w) Mass. Executive Office of Health and Human Resources/ Department of Public Health: Manual of Laws and Regulations Relating to Boards of Health: January 2010
 - (x) TestAmerica Analytical Report: Lincoln-Sudbury Regional High School, Sudbury: 5/28/14

- (y) Water Fluoridation Quality Award 2013: Sudbury Water District, Sudbury
- (z) Woodward & Curran memo: Discharge Monitoring Report- Permit # 4-23, Raytheon Sudbury Facility: 7/21/14
- (aa) Mass. State Lab: Rabies Specimen testing, Dog bite report: Negative
- (bb) MassDEP memo: 2014 Annual Notice to Local Boards of Health: June 2014
- (cc) Dept. Public Works memo: May 2014 inspection report # 436 Sand Hill Sanitary Landfill, 20 BPR, Sudbury: 5/30/14
- (dd) Dept. of Public Works memo: June 2014 inspection report # 437 Sand Hill Sanitary Landfill, 20 BPR, Sudbury: 6/30/14
- (ee) Dept. of Public Works memo: July 2014 inspection report # 438 Sand Hill Sanitary Landfill, 20 BPR, Sudbury: 7/31/14
- (ff) Woodward & Curran Illicit Discharge Detection & Elimination Program Manual
- (gg) MassDEP memo: Ground Water permit: Daily Readings/ Analysis Information Test Report: Lincoln-Sudbury Regional High School, Sudbury: 8/8/14
- (hh) Mass State Lab: Rabies Specimen testing, BAT: Negative
- (ii) Planning Board memo: Endorsed Definitive Subdivision Plan: # 82 Maynard Road, Sudbury: 8/6/14
- (jj) July 2014 BOH Nurse Report
- (kk) Town of Sudbury Board of Health Position Posting DRAFT: Public Health Nurse
- (ll) Town Clerk memo: Health Dept. Ethics Mandates
- (mm) Sudbury Board of Health Outpatient Mental Health/Senior Outreach Case Manager Job Description
- (nn) The Beacon newsletter: September 2014

4:30pm Appointment: Bruce Ey 821 Boston Post Road

- Mr. Ey came in before the Board to request a septic pumping waiver for two septic systems located at # 821 Boston Post Road, Sudbury
- This is a 3-lot subdivision that was zoned 8-years-ago and is now being developed
- Asking for pump system waiver under local Town bylaw for two-proposed-lots on this site
- Five-bedroom systems are being proposed for these two lots which would encompass a 2000gl. Septic tank (BARNES) with a 1500gl. Pump chamber which would effectively lift sewage up the leaching area
- A common driveway accessible from Rt. 20 is proposed for these two house lots. Town water testing has shown that pumping would always be required, has an order of conditions that is valid until July 2015
- Looking to move forward with septic system plan and install as well as to build a new road to access housing lots
- Is asking the Board for a waiver for pumping for effluent purposes

- William Murphy, Director: Discussed the septic system dosing frequency and asked about a larger leaching field usage.
 - (1) Dosing systems at a rate of 4x per day at 550gls. per day per their current design
- Chairman Carol Bradford made a motion to approve pump chamber variance for # 821 Boston Post Road, Lots 2 & 3, Linda Huet-Clatyton, member seconded motion, Susan Sama, member seconded motion. Motion granted.

Outreach Mental Health/Senior Case Manager:

- Job Description: No supervisory responsibility
- Bob Leupold: cannot be graded higher than a supervisory position, Board of Health makes the recommendation in regards to the pay scale, recommends transferring \$4,000 from contracted line item to cover new employee structure
- Chairman Carol Bradford made a motion for Outreach Mental Health/Senior Case Manager position at \$50.00pr/hr. for current experienced workers as well as future hires at a starting rate at Grade 10 on the pay grid scale, Susan Sama, member and Linda Huet-Clayton, member seconded motion, Motion granted.

Nursing Contract:

- Chairman Carol Bradford discussed her communication with the Human Resources Director, MaryAnne Bilodeau in August concerning the Board of Health Nursing Position Job Description. MaryAnne Bilodeau communicated that she was in favor of immediately posting and advertising position, As of this meeting date, job description has not yet been posted or advertised.
- Bob Leupold met with Parmenter representatives on August 11, 2014 to move forward towards securing a part-time contract. The Board of Health presented their case for an internal Board of Health Nurse employee. Parmenter representatives came to the meeting with a revised contract and committed to a six-month contract with the option to be revisited later.
- The six-month-contract includes 20-hours of outreach work with 15-hours of internal office work.

Health Director Transition:

- William Murphy, Director discussed the transition period and reported that things are going well. He is learning the internal computer database programming systems, has already worked on a housing complaint that came in from the Longfellow Glen Apartment Complex including follow-up with management, determined that at this time, no enforcement from the Board of Health would be necessary, disclosed ethics documentation to the Board detailing that he is no longer taking on outside work within the Town of Sudbury.

Next Board of Health Meeting scheduled: Tuesday October 7, 2014
 Submitted: Michele Korman, HC, Sudbury Board of Health

