

BOARD OF HEALTH

Minutes of Meeting of December 15th, 2015

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

1. Minutes of Meeting of November 17th, 2015 were approved with revisions.
2. Invoices were Approved
3. Correspondence was reviewed
 - (a) Planning Dept. memo: Project Memorandum: Melone Property Environmental Data Review- North Road, Sudbury: 12/3/15
 - (b) Planning Dept. memo: Avalon Sudbury Comments to Massachusetts Housing Partnership: 12/1/15
 - (c) Raytheon site goals: memo
 - (d) New England Public Health Training Center: Health Approaches Training: 12/3/15
 - (e) BOH memo: List of Projected Impact of the National Development/Avalon Project
 - (f) Sudbury BOH Nurse memo: Site Activation: Community: Sudbury
 - (g) Region 4A memo: Income & Expense Report as of October 30, 2015: Fiscal Year: July 1, 2015-June 30, 2016
 - (h) Selectman memo: Submission of 2015 Annual Town Report
 - (i) East Middlesex Mosquito Control Project memo: FY '2017 appropriation submittal: 11/24/15
 - (j) CGI Companies memo: Sudbury Crossing- El Basha Restaurant: 12/8/15
 - (k) DPH memo: Cancer Incidence in Massachusetts, 2007-2011, City & Town Supplement Report
 - (l) DPH memo: Applications for Noble Training Facility and other DHS Consortium Schools: 7/24/15
 - (m) Emergency Dispensing Site Plan Assessment Tool: DRAFT
 - (n) Local/State Advisory Council: Meeting Minutes: 9/21/15
 - (o) Local/State Advisory Council Meeting Agenda: 11/16/15
 - (p) MHP memo: Avalon, Sudbury, 526-528 BPR, Sudbury: 11/12/15
 - (q) Stetson memo: Water usage, StonyBrook Market: 29 Hudson Road, Sudbury: 11/18/15

4:10pm: Health Director' Report:

- Mr. Murphy review his report
- Housing Inspections- Clean-up is progressing slowly at 214 Boston Post Road. Ms. Bendoris continues to clean the interior of the property. Mr. Murphy has directed her to begin to focus on the exterior.
- Food Inspections- 1. The convenience store/Honey Dew Donuts was approved at 29 Sudbury plaza. The applicant demonstrated the septic could handle the

proposed sewage flows prior to approval. 2. Elie Sahkat, a restaurateur, is proposing a new Middle Eastern restaurant at Sudbury Crossing.

- Nuisance Complaints- 1. There has been a report of an objectionable odor in the area of August Road. An investigation has not revealed a source. The complainant was asked to keep a log of dates and times of occurrence to help identify the source. 2. A noise complaint was reported by a resident on Meadow Road. Cavicchio's on Union Ave. appears to be the source. The investigation is on-going.
- The Raytheon redevelopment project is in the planning and approval phase. There have been meetings with the developer and a site visit. Mr. Murphy has been asked assess the short term and long term impacts of the development on the Health Department. Plan reviews and progress site inspections will be required for the short term. Routine inspections of the supermarket, food establishments, apartments, swimming pool will be required annually.
- The Mutual Aid Agreement between Sudbury and Wayland was approved by both Selectmen. The Agreement will go into effect after it is signed by Wayland Board of Health.
- Changes to the fee schedule will be officially discussed at the next Board of Health Meeting on January 12th, 2015. A public hearing to approve a fee schedule is scheduled for February 23rd, 2015.
- List of Health Director Meetings
 1. Meeting with National Development and Avalon Residential site visit
 2. November Board of Health meeting
 3. Meeting with the new town manager
 4. Meetings with 2 residents regarding two house renovation projects
 5. Meeting with National Development

Phyllis Schilp, Sudbury Board of Health Nurse:

- Sudbury COA: 4 BP/Glucose screening dates= 86 participants
- Health information was disseminated according to individual needs
- Health topic for November: Dementia Awareness
- Health Information Board continued at Sudbury Senior Center: health topic was Memory: educational info. was provided for seniors to take home
- Town building BP screenings: 13 attendees in November.
- Musketaquid Housing and Longfellow Glen monthly BP screenings continues as well as a monthly education board: Memory
- There were 3 communicable diseases reported for Sudbury for the month of November that required follow-up and case reporting to the state.
- Attended MAPHN meeting
- Attended PHEP meeting

- Staff Call Down Drill was completed with 100% success
- Site Activation Drill was completed with 50% success
- MRC email educational opportunity was dispersed: first person shooter information and emergency response protocol
- 25-home visits/follow-ups with services were provided
- Inventory of flu vaccine in November is 104 doses for private stock and 11 state doses.
- Went to MetroWest free medical center Nov. 5th: 8-participants were vaccinated
- Flu clinics were advertised in the Senior Center newsletter, Sudbury TV, Sandwich Boards as well as at the Police & Senior Center, internal web site and employee mail.
- Started process of entering flu information into the MIIS database
- Future December plans: continue current screenings and offer flu walk-in appointments

Melone Property Site Assessment:

- At the request of the town planner and new town manager, William Murphy agreed to be the town's "point of contact" for the site assessment at Melone property on North Road.
- Melone's is a town owned parcel of land recently used as a sand and gravel pit. The town commissioned the assessment as part of a study to review potential uses of the site. The assessment includes reviewing existing data regarding Unisys and previous contamination from abutting properties.
- The request for proposal did not include testing soils or groundwater at Melone's. Mr. Murphy will distribute information received by Mike Webster, GeoInsight, Inc. the company conducting the assessment.

FY '17 Budget:

- The FY'17 budget was submitted. The budget exceed the recommended increase due to step salary increases. The expense budget was submitted level funded. An increase in mosquito control was offset by a decrease in the nursing expense budget. The nursing expense budget includes vaccine purchases which will be offset by the new revolving fund.

Social Worker Position

- Martha Lynn, the Social Worker for the past 26 years, submitted for retirement. The Health Director will be meeting with the town manager and human resource director to discuss the replacement process. The town manger wishes to assess the town needs for social work how best to deliver the services. The Board expressed the importance of the position and the desire to increase it to a 1.0 full time equivalent from a .8. Mr. Murphy will review all social work positions including the senior outreach workers.

- Next Board of Health meeting scheduled: Tuesday January 12th, 2016.
- Meeting Adjourned: 5:25pm
- Respectfully submitted: William Murphy, Health Director and Michele Korman, Administrative Asst. Sudbury BOH