

BOARD OF HEALTH

Minutes of Meeting of January 12, 2016

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 December 12, 2015 were approved.
2. Invoices were Approved
3. Correspondence was reviewed
 - (a) DPH memo: Pre-Opening Facility Inspection- Sudbury Police Dept.: 12/7/15
 - (b) John Curran email: Flu Season: 1/6/16
 - (c) DPH memo: Plan of Correction- Sudbury Police Dept.: 2/29/15
 - (d) DPH memo: Final Approval- Sudbury Police Headquarters: 12/4/15
 - (e) Town of Sudbury: FY '17 Budget
 - (f) Community Social Worker Job Listing
 - (g) East Middlesex Mosquito Control Project: Narrative on the EMMC- FY '17 proposed budget: 12/5/15
 - (h) National Tourism Advisory System- Bulletin: 12/16/15
 - (i) Community Social Worker- Interview Questions
 - (j) Phyllis Schilp email- Medicare claims: 1/12/16
 - (k) Phyllis Schilp email- 2016-17 flu season: 1/5/16
 - (l) BOH housing violation letter: 15 Blackmer Road, Sudbury: 12/16/16

Health Director' Report:

- Mr. Murphy review his report
- Housing Inspections- Clean-up is progressing slowly at 214 Boston Post Road. The property is partially boarded up and the owner is claiming that items in front of the property are currently being disposed of.
- Food Inspections:
 - (1) The school cafeterias have been inspected. No significant violations found.
 - (2) An inspection of the kitchen at Orchard Hill assisted living facility took place as a result of the Norovirus outbreak. Six food-handlers were restricted from returning to work until state protocol was met.
- Nuisance Complaints:
 - (1) There was a report of a case of suspicious liquid near the edge of the pavement on Lincoln Road. The containers were determined to be filled with vegetable oil. They were removed by the homeowner.
- Septic Inspections:
 - (1) There were four (4) soil evaluations and sixteen (16) installation inspections.

(2) Sudbury Station, the proposed housing development between Hudson & Concord Roads was conducted by the Don Provencher, PE.- the testing was favorable for the proposed development.

- Other:
 - (1) A site walk of the proposed housing development at Raytheon took place. There are minimal environmental concerns with the site, all of which have been communicated to the Planning Board.
- Fee Schedule:
 - (1) The proposed fee schedule was completed and will be presented to the Board at the January meeting. The public hearing will take place in February 2016.
- Social Worker Retirement:
 - (1) Martha Lynn, community social worker for 23 years, submitted for retirement. The process for rehiring her replacement has begun.
- List of Health Director Meetings
 1. Meeting the executive board of EMMCP
 2. Wayland BoH- Mutual Aid
 3. Meeting with National Development- Impact of project on town services
 4. Meeting with consultant regarding Melone's
 5. Multiple meeting regarding Norovirus and Pertussis outbreaks
 6. Meeting with Whole Foods
 7. Meeting with Human Resources and the town manager- Social Worker

Nurse Report:

- BP Screenings at Sudbury Senior Center- 51 attendees
- Glucose screenings at Sudbury Senior Center- 18- attendees
- Sudbury Senior Center Presentation: Cancelled due to snow storm
- BP/Glucose screenings at the Flynn building- 9- attendees
- BP/Glucose screenings at Muskatequid- 5- attendees
- Communicable disease follow-up- 16-cases
- Basic Nursing Care- 5- cases
- Health teaching sessions- 51
- Home visits/follow-up- 4-cases
- Two web OC drills

Fee Schedule:

- The public hearing for the proposed changes in the BoH fee schedule is scheduled for February 2016

Social Work Position:

- **Interviews for the Social Worker position will be starting with Chairman Bradford**
- Six (6) interviews have been scheduled with desirable candidates
- Moving forward with an organizational flow chart consistent with managerial experience is essential
- Senior Outreach work will be decreased moving forward resulting in P/T positioning of employee with a 1-year-contract.

Revolving Fund:

- Susan Sama made motion to approve the Revolving Fund, Chairman Bradford seconded motion, Motion Granted.

Next BoH Meeting Scheduled:

Public Hearing: Tuesday February 23, 2016

Meeting Adjourned: 5:00pm

Submitted: Michele Korman, Administrative Assnt. Sudbury BoH.