

BOARD OF HEALTH

Minutes of Meeting of February 23, 2016

Chair Carol Bradford, Board members Susan Sama, Linda Huet-Clayton, and William Murphy, Health Director were present in the Silva conference room at 7:00pm and the meeting commenced at 7:00pm.

1. Minutes of Meeting of January 12 were approved.
2. Invoices were Approved
3. Correspondence was reviewed and included:
 - (a) MHOA memo: Tobacco Cessation and Prevention Program
 - (b) DPH memo: Clinical Advisory: Zika virus: February 2016
 - (c) DPH memo: State Contract for Flu vaccine: 2016-2017
 - (d) DPH memo: Clinical Activities related to Infectious Disease Prevention & Control: November 2014
 - (e) Phyllis Schilp email: Influenza Vaccine Reservation: February 2016
 - (f) DPH memo: Local Health Internship Program 2016
 - (g) Joint Situational Awareness Bulletin: Bomb Threats
 - (h) DEP memo: 528 BPR, Sudbury: Raytheon Facility: January 2016
 - (i) Bill Murphy email: Pine Lakes: strategies for reducing wood smoke: January 2016
 - (j) East Middlesex Mosquito Control Project Report
 - (k) Region4A: Meeting Minutes: September 2015
 - (l) Bill Murphy email: Jody Kablack- 528 BPR, Raytheon site: February 2016

7:00pm: Public Hearing: Fee Schedule

Chairman Carol Bradford called the Public Hearing to order and open for deliberation:

- Bill Murphy, Health Director:

Director Murphy discussed the need for updating the current Board of Health fee schedule which was last updated 10+ years-ago.

Director Murphy discussed that this would be in the Board's best interest in order to keep current with other local Boards of Health who have competing fee schedules

Fees that are set to have an increase include:

 - (a) Septic System: Residential
 - New Construction w/ I/A technology: \$850.00
 - New Construction: \$750.00
 - Upgrade 1-bedroom: \$400.00
 - Replacement of system (no bedroom increase): \$100.00
 - (b) Septic System: Commercial
 - Repair: \$750.00

New Design Flow up to 550GPD: \$850.00
551-1000GPD: \$1000.00
>1000GPD: \$1000.00 + \$100/1000 gallons over

- (c) Small Waste Water Treatment Facilities Commercial
Innovative/Alternative: \$2000-\$10,000GPD-\$1/gallon
- (d) Renewal of Expired Septic Permits: \$100.00
- (e) Title 5 Inspection Report Submission: \$10.00
- (f) Sewage Hauler/Pump Truck: \$75.00
- (g) Restaurant, cafeteria, coffee shop, sandwich shop, nursing home, small market, bakery, eaterer, deli, etc. – base charge: \$200.00
1-25 seats: add \$100 additional
26-100 seats: add \$100 additional
Over 100 seats- add \$100 additional

Supermarkets: \$600
Limited Retail Food: \$50.00
Vendor or Mobile Vendor: \$100.00
Seasonal Mobile Vendor: \$50.00
Temporary Food Service: \$10.00
Farmer's Market: \$10/vendor or \$10/market days
Residential Kitchen: \$50.00 Non-PHF's

New Food Service Plan Reviews: \$100.00

- (h) Recreational Camps: \$150.00
- (i) Well Installation Permit: Potable Well: \$200.00
- (j) Sale of Tobacco/Nicotine Products: \$150.00
- (k) Stable: \$50.00 (2-year-permit)

Chairman Bradford made a motion to accept the new increased fee schedule as presented to the Board, Susan Sama, member 2nd motion. Motion passed. 3-0-0

Tobacco Control Coalition Update:

- Michele Korman attended and represented the Town of Sudbury at the Coalition meeting.
- Coalition members discussed communities that have not yet increased purchasing age to 21- Sudbury is one of those communities
- Discussion centered around whether or not Sudbury would look into the possibility of raising the purchasing age?
- Coalition is mid-way through the 3-year-alloted grant:
 1. Where do Coalition towns stand in establishing community Revolving Funds?

2. Coalition finances at the 18-month-mark are solid and in good-shape
3. Financial documentation/reporting is requested and submitted monthly
4. Natick BOH Director discussed his conversation with the Goodman Associates Group – items that were discussed included:
 - (a) More compliance checks need to be conducted
 - (b) Educational meetings should be scheduled and include:
 1. Community health fairs
 2. Vendor educational opportunities need to be addressed
 3. Coalition meetings need to be more frequent
 - c. Funding for the grant ends December 2016
 - (d) Once the grant expires- towns that wish to remain within the Coalition will have to:
 1. Revolving Fund has been established within their town
 2. Enter into a Municipal Agreement amongst all Town-Coalitions

Tobacco Coordinator: Compliance Checks:

- Compliance checks were conducted by the Federal Food & Drug Administration within the Town of Sudbury as of 2/3/16
- There were two establishments that sold to underage minors
 1. Educational-related materials were provided

Next Coalition Meeting scheduled for: April 2016

Social Worker Update:

- Bill Murphy discussed the Social Worker Update:
There have been a series of interviews as well as 2nd interviews that have taken place so far: 2-candidates have been offered the Social Worker position, unfortunately after much thought and reflection, both have decided to turn down the position.
- Due to these unforeseen circumstances, Director Murphy discussed a possible interim solution with Parmenter Health Services in order to process crisis situations, etc. should they arise.
- The Board was receptive to this course of action, Director Murphy said that he would follow-up and report on any progress at the next scheduled Board Meeting

Health Director's Report:

Housing Inspections:

1. Property at # 214 BPR, Sudbury has been completely boarded up and secured. The Board of Health possess the keys for entry if needed. Mark Herweck, Building Inspector, posted/marked the dwelling with an "X" sign to alert emergency personnel that the dwelling is unoccupied.

2. The owner of 15 Blackmere Rd., has complied with the order to correct violations.

Food Inspections:

1. A complaint of expired food was investigated at a local supermarket. The manager removed all of the items from the shelves.
2. An inspection was conducted at the Longfellow daycare kitchen- No violations were observed.

Septic Inspections:

1. 2-soil evaluations were witnessed
2. 8-installation inspections were conducted
3. Maple Meadows: discussion/meetings have been on-going with the Board of Trustees as well as the condo representatives in order to resolve issues with the septic system.

Nuisance Complaints:

1. Properties on Woodmere and Musket Roads were significantly impacted by a beaver dam off of Haynes Road. An emergency permit was issued to the DPW to remove the dam. Significant damage to the culvert occurred and the structural stability of the railroad tracks and pathway has been compromised. Meetings with the Town Engineer and Town Manager are ongoing.

Fee Schedule:

1. The proposed fee schedule was completed and presented to the Board. The public hearing will take place at the February Board Meeting.

Social Worker Retirement:

1. Martha Lynn, community social worker for 23-years, submitted for retirement. The interview process is ongoing.

List of Meetings:

1. Meeting with Martha Lynn regarding transition
2. Meeting with National Development
3. Meeting with HOPE FUND representatives
4. Meeting with Finance Committee
5. Seven interviews- Social Worker position

Nurse Report:

Sudbury COA:

1. 4 bp/Glucose screening dates with a total of 62 attendants. Health Information on a variety of health topics was incorporated in each visit depending upon the client's health care educational needs.

2. The Health Information Board was continued at the Sudbury Senior Center. The health topic was glaucoma. Educational information was provided to Seniors to take home.
3. Town building BP screenings- there were 14-attendants in January. Musketquaid Housing and Longfellow Glen monthly BP-screenings also continue as well as a monthly educational board. There were 3-participants. Educational booklets were also provided for residents.
4. There were 10-communicable diseases reported for Sudbury for the month of January that required follow-up and case reporting to the state. Started a wellness initiative at the DPW building with weekly weigh-ins, healthy lifestyle booklets and weekly email correspondence.
5. Conference call with the Recreation Dept. to go over camps anticipated for the summer. Introductory letters to camps will be mailed in February with a deadline on May 1st for paperwork review.
6. Cough surveillance for pertussis cases continued until the end of January at LS High School with no new reported cases. Advised school nurse on a case of impetigo.
7. Attended MAPHN and PHEP monthly meetings- supplies were purchased with PHEP funding
8. State-wide town survey was completed for emergency planning from DPH
9. Meeting with Daniel Waters: the new Region4A contracted facilities operation manager
10. Meeting with Marlborough Public Health Nurse to discuss collaboration between the two towns.
11. Attended Social Worker meeting with town social workers to discuss difficult cases and residents in need.
12. Attended MRC Board meeting Jan. 12, 2016
13. 35-home visits/follow-ups with services were provided
14. Inventory of flu vaccine was compiled
15. Future plans for February include continued current screenings, heart health links to be published within Town newsletter, presentation at the Senior Center centered around Prostate and Breast Cancer. MRC sheltering exercise Feb. 8th.

Next Board of Health Meeting: Tuesday April 5, 2016

Meeting adjourned: 8:25pm: Michele Korman, Administrative Assnt. Sudbury BOH