

MINUTES OF THE BOARD OF HEALTH MEETING

October 22, 2009

The meeting convened at 1:18 PM. Present were Chairman/Members Nancy A. Sacco and Richard H. Seder, Public Health Nurse Leslie Chamberlin, Administrative Assistant, Barbara M. Luther and Sanitary Inspector Dennis Costello. .

TOPIC	BRIEFING
BRIEFING	Members were advised that the agenda was small, and that some of the issues listed had been resolved just prior to the meeting so the meeting should move quickly. Staff advised that there were some minor issues not on the agenda that they would like to discuss. One was soil testing and another was Betterment Loans. Minutes were approved with corrections, motion by Mrs. Sacco, made unanimous by Dr. Seder.

PETITIONS/PUBLIC HEARINGS

DISCUSSION	No petitions or public hearings requested for this meeting
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TOPIC	Postponement of Soil Testing Dates without good cause
DISCUSSION	Mr. Costello explained the problems encountered when residents, developers, or engineers postpone scheduled soil testing dates at the last minute or just don't show up at the sight on the agreed upon date and time. He suggested that the Board might consider retaining 75% of the fee for this type of postponement and charging a new fee to reschedule another date. The Board pays to have the inspector to be in town and at the site to witness any soil testing. When it is cancelled or postponed at the last minute the inspector is still paid his rate. Board members asked if the fee is required before the testing is scheduled and were advised that this is the policy. The discussion continued around the fact that it is best to test in the worst conditions so that a system will be designed to meet not only ideal, but worse case scenarios.
ACTION	Members took Mr. Costello's suggestion under advisement for this time.
PENDING	Issue can be discussed again if cancelations and postponements continue to be a drain on the budget.

TOPIC	Betterment Loan Procedures
DISCUSSION	When the Board Members asked if Mrs. Luther had received any recent Betterment Loan Applications she reported that she had just processed a loan for \$21,030.00 for 12 Maplecrest Dr. The Board has previously voted to allow Mrs. Luther to approve loan request up to and including \$22,000, which is the median cost for complete replacement of a subsurface sewage disposal system. Anything above that amount comes before the members for their review and the Public Health Directors advice. Mrs. Luther asked that the procedures be confirmed by the members due to several requests for special or rush approvals and disbursements. Mrs. Luther explained that she has incorrectly accommodated these types of requests in the past, and has created the difficulty in holding to the 2 to 3 week processing time for these applications. She asked the members to confirm the need for the required time and an insistence that the procedure must be followed to avoid mistakes being made in the loans and or other responsibilities suffering from

MINUTES OF THE BOARD OF HEALTH MEETING

October 22, 2009

	lack of maintaining a schedule.
ACTION	Both members present advised Mrs. Luther not to vary loan procedure times and to advise individuals who may be aggrieved by this policy to bring their concerns before them at a meeting or to the Public Health Director.

NEW BUSINESS

TOPIC	State Ethics Conflict of Interest On-line Training
DISCUSSION	Mrs. Sacco explained the requirement for municipal employees to take on-line training and a test regarding State Ethics Commission "Conflict of Interest" laws to Dr. Seder. She advised that she had taken the course and the test and found it useful and informative. Staff members Leslie Chamberlin and Barbara Luther have also taken the course and test. Mrs. Sacco and the staff member's certificates are on file in the office. Once the whole department has taken the test the certification will be sent to the Town Clerk's office to be recorded as part of the state required compliance. This must be done by employees every two (2) years.
ACTION	Dr. Seder will look into the course and Dr. Fazen will be apprised of it when he returns from Lebanon.
PENDING	Mr. Pisinski's certification.

REPORT ON CORE DIRECTIVES

TOPIC	Tobacco Control, Wellness and Obesity and Working with other Departments.
DISCUSSION	The members reviewed discussion on Tobacco Control from the September meeting and decided to table further discussion until all members and staff are in attendance. Wellness and Obesity report for Mrs. Sacco informed all that both Finn and Woodward schools held "Walk to School Days" during National Walk to School Week this month. Each school hopes to hold another day in the spring. Both members felt that it would be wonderful to hold a "walk day" at least once each month, but understand the issues with weather and with the infrastructure. The Board of Health will be working with all other town departments on Monday, October 26 at a meeting at the Fire Station where all departments will discuss plans to address a possible public health emergency.
ACTION	The meeting will be posted as the Board of Health will be represented by a quorum and the Board of Selectmen may also be.

TOPIC	Emergency Preparedness Region 4A not working with Leslie regarding her cell phone, even after all paperwork has been approved. Discussion on ways to expedite/find other means of payment
DISCUSSION	Since the agenda was posted Ms. Chamberlin was able to secure, for reimbursement, \$647 from Sprint which was prepaid by Region 4A on cell phones to be used in Emergency Planning and other Board of Health responses. Mr. Pisinski is not using the Sprint serviced phone nor is the office cell-phone being used. Ms. Chamberlin had earlier requested and the Board approved for

MINUTES OF THE BOARD OF HEALTH MEETING

October 22, 2009

	her personal cell phone to have its usage delineated between personal and business use; with the Board of Health paying for the business usage only.
ACTION	A unanimous decision by Mrs. Sacco and Dr. Seder, the quorum present at the meeting, was that the money returned by Sprint will be used to make payments to Ms. Chamberlin's cell phone provider to pay for the minutes and texting which is necessary as part of her position as Public Health Nurse for the Town of Southborough.
PENDING	Receive of the refund from Sprint.

TOPIC	Flu Clinic review and reimbursement for Andy Gleckel's Heritage Day costs
DISCUSSION	<p>Board members were advised that the October 7, 2009 Flu Clinic was a success with the exception of using all of the vaccine available by 3:30 PM that day. Some town employees had been told not to come to the clinic until after 3 and had to be turned away. Most of them were quite unhappy with the circumstances, but were told that as soon as the next shipment of vaccine comes into the office another clinic will be held. A sign indicating that the October 17th clinic has been postponed was placed at the Woodward School entrance over the weekend of the 17th with the phone number to call with questions. Ms. Chamberlin told those who were not able to get vaccinated that the CDC advises that the seasonal flu will not hit until January, so they should not worry about the delay in getting the vaccine. However, because the Board has voted to protect the First Responders in Southborough, Ms. Chamberlin was able hold back enough vaccine to schedule some Fire Fighter/Paramedics to receive their shots in her office.</p> <p>Since then there has been a great deal of confusion as to when another shipment of seasonal flu or even the first shipment of H1N1 vaccine will be delivered. Therefore Ms. Chamberlin advises that no clinic be scheduled until the vaccine is in hand. The scheduling of a seasonal/H1N1 clinic will be discussed as part of the Monday, October 26th meeting with the other town departments.</p> <p>At a conference call on H1N1 yesterday Ms. Chamberlin learned that it appears that blocks of 100 doses of vaccine will be delivered to Boards of Health with the instructions to use all of the doses <u>before</u> contacting the Department of Public Health to request and additional block of 100. It will be very important to develop the criteria on who will be targeted to receive each block of the vaccine. Police and Fire Department personnel will have to get their H1N1 vaccines from OEMS and won't be included in the allocations to Southborough. One member stated the belief that school teachers should be among the first given H1N1 vaccinations due to their contact with children. Many of these types of questions will be addressed at the October 26, 2009 meeting.</p> <p>Ms. Chamberlin reported that she has received the pediatric masks to be used in relation to H1N1 prevention, 550 of them will be given to the public schools in town, to be used for children with cold viruses and 250 will be given to the New England Center for Children. She asked the Board to think about how they would like the other 1,000 masks distributed. The Board now has approximately</p>

MINUTES OF THE BOARD OF HEALTH MEETING

October 22, 2009

	<p>6,000 adult masks and 50 N95 masks. When asked if all children will wear masks Ms. Chamberlin reported that the standard right now is that only sick children to be masked now. She asked the members to also consider how they would like adult masks to be distributed.</p> <p>On the issue of paying for Andy Gleckel's expenditures for his flu informational handouts and display at Heritage Day was discussed. The total is \$120. He purchased items for display and information designed to prepare residents for this flu season. The Board again advised that Mr. Gleckel should request permission before purchasing anything. His ideas should be presented in person or in writing to the office. Members can be poled about their approval and money can be set aside of provided beforehand on approved purchases. The Board lauded Mr. Gleckel's enthusiasm and professional presentation, however they don't want him to be unable to receive reimbursement for his efforts if there is no or not enough money in the budget.</p>
ACTION	<p>The Board members will address these and other H1N1 questions at the Monday meeting with all town departments at the Fire Station Meeting Room. It was decided that there will be adult masks available at any H1N1 flu clinic.</p> <p>Members agreed that Mr. Gleckel may submit receipts for payment out of the Immunization Fund because his efforts dealt with the flu. But he must be reminded again for the process.</p>
PENDING	<p>Receipt of vaccine; additional seasonal vaccine and H1N1 vaccine.</p> <p>Receipt of receipts needed to reimburse Mr. Gleckel.</p>

TOPIC	Region 4A Grant money
DISCUSSION	<p>Mrs. Chamberlin explained that she has not purchased anything yet for the MRC or in relationship to H1N1 vaccinations. The third tier of the grant money can be used to pay police, clerical work, agency nurses, equipment, staff and even "Reverse 911"; anything used in relationship to a pandemic or clinics for prevention. Ms. Chamberlin has not begun purchasing because Region 4A grant managers have yet to disburse the money on which they voted. Other towns that have purchased items in anticipation of the funds don't have any yet and are receiving calls from venders looking for payment. This money was due in August and Ms. Chamberlin hopes that the towns will soon receive it. Because Police Chief Moran has only her force with no extras, money could be used to pay details from another town at a clinic. Mrs. Sacco asked about using CERT volunteers, and Ms. Chamberlin said that these are the type of issues that will be discussed at the Board of Health and the Southborough Emergency Planning & Management Committee meeting on Monday. Other departments will be represented and able assist in planning.</p>
ACTION	<p>The region Sub-Committee that Southborough belongs to is looking into expediting matters through Sam Wong of Hudson.</p>
PENDING	<p>Receipt of grant funds</p>

MINUTES OF THE BOARD OF HEALTH MEETING

October 22, 2009

TOPIC	Heritage Day
DISCUSSION	<p>Ms. Sacco reported that the weather on Heritage Day was perfect and that the turnout was very good. She commented on how good Mr. Gleckel's table looked as it was set up in front of the Board of Health Emergency Preparedness trailer. Dr. Seder asked about how the trailer was coming. Mrs. Sacco reported that the eagle scout who is working on preparing it for use is doing a wonderful job. There are shelves, a desk and cabinets already in the trailer. Dr. Seder asked if it had radio communication capabilities yet. He was advised that it does not, however Mr. Gleckel has been issued a Board of Health radio with all town frequencies programmed into it. Therefore he will be able to communicate in case of a Public Health Emergency. Mrs. Sacco suggested that she join the MRC/CERT table for next year's heritage day, because they look more inviting and she didn't get much traffic at all.</p>

TOPIC	BUDGET
DISCUSSION	<p>The Board Members were made aware of an e-mail from Jean Kitchen advising that the Governor will shortly be announcing 9C cuts--these cuts are expected to affect local aid (Chapter 70, lottery aid etc.), but to what extent we do not yet know. In addition, town property tax collections are down. What this all means is we may not have a balanced budget, and may require cuts to current departmental budgets. In an effort to offset potential revenue shortfalls, and lessen the severity to departmental budgets, the Selectmen voted to reinstitute a hiring freeze. In addition they ask all departments who have overtime in their budget to please limit overtime to the extent possible. Also, if there are any other avenues to reduce your expenditures, please take the necessary measures to do so.</p>
ACTION	<p>The members took this under advisement to be discussed at the next meeting.</p>
PENDING	

The meeting adjourned at 3:45 PM. Respectfully submitted by Barbara M. Luther,
Administrative Assistant to the Southborough Board of Health.