

MINUTES OF THE BOARD OF HEALTH MEETING

March 4, 2009

The meeting convened at 10:10 AM. Present were Chairman Louis Fazen, III, Members Nancy A. Sacco and Richard H. Seder, Public Health Director Paul C. Pisinski, Public Health Nurse Leslie Chamberlin, Sanitary Inspector Dennis Costello and Administrative Assistant Barbara M. Luther.

Minutes from the February 10, 2009 meeting were approved with some clarifications and corrections.

TOPIC	Members were briefed on the agenda and any scheduled appointments
BRIEFING	Mr. Pisinski gave a quick briefing to the board members highlighting the 2 contracts that need to be sign at this meeting. Mr. Pisinski mentioned that Town Counsel, Aldo Cipriano had questioned some of Mr. Pisinski's day to day responsibilities as he reviewed the Public Health Director contract as to form. Mr. Pisinski's contract has him working an average of 12 hours per week, and also requires him to be responsible for day to day function. Mr. Pisinski said that he explained the Board's desire to create an Administrative Agent Position, which Town Counsel felt was a good idea. The Board will work towards creating this Administrative Agent position over the next year.

PETITIONS/PUBLIC HEARINGS - None this meeting

NEW BUSINESS

TOPIC	BODY ART REGULATIONS
DISCUSSION	The issue of licensure requirements for all Body Art Practitioners was brought before the board members, with a request to better describe, in the regulations, all mandatory certifications need before the Southborough Board of Health will issue a practitioner's license. Southborough Regulations are a bit more exacting than the State regulations and it was thought that this needed to be better explained in our regulations.
ACTION	The board members voted unanimously to amend Section E2 wording to require current certifications be held in a) Blood Borne Pathogens Handling, b) First Aid and c) CPR/Basic Life Support (BLS). This requirement must be met within a year, or for the next licensing.
PENDING	A letter and a copy of the amended regulations will be sent to all Body Art Practitioners
TOPIC	THE COUNTRY GOURMET FOOD LICENSE RENEWAL
DISCUSSION	Mr. Costello explained the issue with regards to the Country Gourmet complaints received by the office. Mr. Costello explained his inspection of the establishment and that he had met with the owner/operator to try to educate him in the things he could do to protect his food. Mr. Costello's recommendation is to issue a short term food license with monthly inspections. It appears that a portion of the space has been sub-leased and Mr. Costello will also re-inspect once the new layout is completed. If the first inspections are good then he recommends extending the license for 6 months and then a full year if all requirements for the food handling and protection are met.
ACTION	The board members agreed to Mr. Costello's action plan.
PENDING	Inspections and determination of license renewal.

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TOPIC	LATE FOOD LICENSE APPLICATIONS
DISCUSSION	After hearing that chasing down food establishments that neglect to renew their license by February 28 th is creating a great deal of extra work for the staff. Reminders are sent out in January. The board discussed the need for violators to be charged with late fees and/or some other method of encouraging establishments to renew in a timely manner. This is necessary due to the extra time created in processing late applications.
ACTION	It was a unanimous decision by the board members that letter be sent to all habitually late establishments advising them that this year they will not be charged a late fee, but as of 2010 a \$100 late fee will be charged for not getting the renewal application into the Board of Health Office before the annual expiration date of February 28 th .
PENDING	A letter will be sent to all habitually late food establishment owners.

TOPIC	HOUSING COMPLAINT 188 CORDAVILLE RD.
DISCUSSION	Mr. Costello reported on his inspection in between meetings of 188 Cordaville Rd. regarding the repair order. The roof is leaking and the windows do not close properly. The washing machine is still an issue. Tenants have submitted they own inspection report.
ACTION	Mr. Costello may recommend Housing Court is repairs are not made by his next inspection. Board members will be if there are any additional issues.
PENDING	Waiting for Town Counsels advice.

REPORT ON CORE DIRECTIVES

TOPIC	EMERGENCY PREPAREDNESS
DISCUSSION	Mrs. Chamberlin gave her report on emergency preparedness activities since the last meeting. Highlighting the need to incorporate other departments in to the Emergency Plan Hand book. She explained her role in meeting deliverables and the role of the Board of Health just as she had to Town Administrator, Jean Kitchen and Board of Selectmen member, Bonnie Phaneuf. The discussion continued using the example of a shelter that needed to be set up in Boylston during the recent ice storm. If deliverables are not met no FEMA money would be available to assist in paying for the costs generated in an emergency.
ACTION	Mr. Pisinski provided the members with a list of requirements that must be met is the town ever need assistance from FEMA during an emergency. It was decided that a special meeting should be set up with Town Administrator Jean Kitchen to discuss the ramification of the Board of Health neglecting its responsibilities in Emergency Preparedness.
PENDING	Meeting with Town Administrator to be scheduled, and Mrs. Chamberlin and Mr. Costello need to further discuss the Boylston ice storm actions.
TOPIC	EMERGENCY PREPAREDNESS HANDBOOK
DISCUSSION	Mrs. Chamberlin reported to the Board that the handbook has been updated and

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	will be sent to the consultant to complete and print 20 copies. The members decided that they would like the Town Administrator, Board of Selectmen, Police Department, Fire Department, and the school all to have a copy of the hand book, as well as each member of the board, and one for the office.
ACTION	None
PENDING	Books to be “constructed”, sent to the office and distributed.

TOPIC	TOBACCO CONTROL
DISCUSSION	The topic of Hookah and Cigar Bars continued from the last meeting began the discussion on Tobacco Control. After the last meeting Attorney D.J. Wilson sent some updated regulation for review of the Board.
ACTION	A Public Hearing may be necessary before passing regulations against Hookah & Cigar Bars, and the member felt that May might be a good time to schedule a hearing. The members also felt that another look at smoking outside of establishments such as restaurant might be included in the hearing.
PENDING	The tobacco regulations that Attorney Wilson sent will be reviewed and incorporated into the existing Town of Southborough Tobacco Regulations. Members requested that they be reminded to check with Mr. Wilson regarding the status of banning tobacco sales in pharmacies.

TOPIC	WELLNESS/OBESITY
DISCUSSION	Board members want to address the issue of obesity in Southborough and asked the Public Health Nurse to find and determine the percentile of students in the schools who may have a BMI which is higher than normal. The members are planning to hold an Obesity Forum which will involve several other departments and the school. Dr. Fazen is working on getting a speaker as part of the Healthy Community for the forum to speak on a Healthy Community.
ACTION	Discussion only
PENDING	Mrs. Chamberlin will work with the School Dept. Nurse on BMI, Dr. Fazen will seek out a speaker and a date for the forum will be decided at a future meeting.

TOPIC	WORKING WITH OTHER DEPARTMENTS
DISCUSSION	Mr. Pisinski explained that he has invited Ms. Julie Maneus, Program Coordinator of Partnership for Health Pathways, who also works with the Southborough Youth & Family Service to make a presentation on Under Age Drinking & Substance Abuse to the next meeting.
ACTION	Members decided that since much of the April meeting will be to prepare for the Town Meeting that evening, Ms. Maneus’ attendance at a Board of Health Meeting will be postponed until May.
PENDING	Nothing

TOPIC	DR. TIMOTHY P. STONE AWARD PLAQUE
DISCUSSION	The members briefly discussed how to make Southborough residents aware of this new Board of Health Award in honor of Dr. Timothy P. Stone; who is eligible to be nominated and how the award will be made. It was decided that residents should have the opportunity to nominate individuals prior to the first

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	award being presented at the 2010 Town Meeting. The award will be given to someone who has worked toward a healthy community in area of public health service.
ACTION	An announcement regarding the Dr. Timothy P. Stone Award would be made at the April 13, 2009 Town Meeting
PENDING	Staff is to find out how Dr. Fazen can be included on the agenda of the 2009 Southborough Town Meeting and secure an approximate 5 minute spot to inform residents about the award. The plaque's design must be voted upon.

TOPIC	TOWN MEETING
DISCUSSION	Board members requested that copies of the warrant be available at the next meeting and that any potential public health issues be highlighted so that members may be prepared to respond during Town Meeting.
ACTION	Administrative Assistant to obtain copies of warrant for members and any public health issues to be highlighted for members.
PENDING	

Budget

TOPIC	Review of Budget meetings with the Advisory Committee and the Board of Selectmen
DISCUSSION	Mr. Pisinski, Mrs. Sacco and Dr. Seder attended the Advisory Committee meeting on Monday, March 2, 2009. They reviewed the meeting and the overall budget, which has been hit adversely by the new formula determining regional school district's financial responsibilities by increasing the Town of Southborough's portion of the regional school budget. Both the Board of Selectmen and the Advisory Committee are working with the schools to reduce their budgets. The Board of Health members reviewed Mr. Pisinski's scenarios for possible budget cut to address cuts that may be required by the Board of Selectmen or Advisory. It was stated that the Board of Health would accept cuts only if all town departments also had their budgets decreased. The Board of Health is almost user supported, but some of its functions must be tax payer funded to comply with State regulations. The Board of Health is an agent of the state, required to enforce state policies. During economic difficulties food and housing issues have the potential of increasing. Emergency Preparedness in also a new area of responsibility for public health officials, police and fire cannot administer medications. In the case of a disaster, Southborough will not be given FEMA funds if we don't meet State required "deliverables".
ACTION	Mr. Pisinski provided each member with a list of required duties of the Board of Health. A meeting will be set up with Town Administrator, Jean Kitchens to explain the ramifications of ignoring the issues and policies of Emergency Preparedness, so that she and the selectmen will have a better understanding of the board's responsibility. Mr. Pisinski provided copies of possible budget cuts to each member.
PENDING	Final preparation for the April 13 th Town Meeting with possible changes being made to some of the budget line items.