

## MINUTES OF THE BOARD OF HEALTH MEETING

June 10, 2009

The meeting convened at 1:10 PM. 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.

<b>TOPIC</b>	<b>Members were briefed</b>
<b>BRIEFING</b>	Mr. Pisinski explained several agenda items and issues requiring a vote.

### PETITIONS/PUBLIC HEARINGS

<b>TOPIC</b>	<b>Discussion and review of Public Health Director's research regarding a possible Board of Health regulation requiring an Occupancy Certificate issued by the Board of Health before any property can be rented.</b>
<b>DISCUSSION</b>	<p>Mr. Pisinski explained two scenarios regarding a possible Occupancy Certificate for rental property. Scenario A and B are attached to these minutes. Scenario A would require only a Board of Health regulation, which would be voted on by the Board of Health members after Public Meetings. Scenario B would probably require hiring a private company to actually do the inspections at a cost of approximately \$50 per unit. It may not be hard to do the initial inspections; however, the problem would be getting into a unit without an invitation. Inspections would probably have to wait until a unit was vacant. It was asked if a landlord would be required to pay for the inspection even if nothing was found wrong in a unit. It was suggested that a cost would be incurred with any inspection the Board had to hire someone to do, but it would most likely trickle down to the tenant just as all upkeep costs do in rental units. A staff member brought up the extensive new record keeping that this program would generate. Another suggested that the Board use licensed inspectors such as building, electrical or Title 5 inspectors to actually do the inspections with the Board of Health only being the record keeper. Staff also advised that the permit fee should be sufficient to cover the cost of inspection and record keeping. Another thought was to require that all landlords in Southborough be required to inform their tenants of Article 2 of the State Sanitary Code Minimum Standards for Human Habitation and then leave it up to the tenant to request an inspection – sort of a “tenant beware” system. The inspection would be paid for by the tenant before they move into the unit, just as a homeowner pays for a building inspection when they purchase a home.</p> <p>Mrs. Suzanne Opinsky was in the audience and expressed her opinion on the Board's discussion and shared concerns she has about the rental unit in which she is living. Although not on the agenda, she was allowed to articulate the issues she believes need to be addressed immediately to bring her unit into compliance. During her account of the last several months in which she and her family have been dealing with these housing issues, Mrs. Opinsky made several references to how helpful, courteous and cooperative Sanitary Inspector Dennis Costello has been saying that the Board of Health has not be neglectful. However, Mrs. Opinsky feels that the town should do more to make sure that the order is enforced and should fine the owner. The Board explained that they have no means with which to fine a landlord, but that they have begun to look at ways</p>

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	to deal with these types of situations such as the Occupancy Permit system that is being discussed today. Mr. Costello explained what had taken place during the hearing in Housing Court and the time limit placed on repairs.
<b>ACTION</b>	It was decided that two scenarios might require further review, a phased in process or melding of the two scenarios while determining what would be mandatory, what would be voluntary and who would be responsible to pay for the program. The Board decided that it would be good to invite the police, building inspector and his inspectors to participate in a discussion of possible ways to address the condition of rental units. Mr. Pisinski will also speak with other towns to see if they are looking into these issues. The Board decided that as Mrs. Opinsky had not requested to be placed on the agenda, but did interject several opinions into the Board's discussion, a new item would be placed at the end of the agenda, "Public Statements". In this way, the Board can more succinctly carry on a scheduled discussion, hear from the public and be able to review concerns between meetings.
<b>PENDING</b>	Scheduling a September meeting with other departments to discuss Occupancy Permits for rental units. Because of Mrs. Opinsky's complaints the Board of Health will check to see how the repairs are coming along and if necessary get Town Counsel involved

<b>TOPIC</b>	<b>Leach Field Failure at Wedgewood Condo Treatment Plant – S.A.S. Consultant's Report</b>
<b>DISCUSSION</b>	Mr. Pisinski reminded the board members about the failure of the Wedgewood Sewer Treatment Plant leaching field and advised that he has spoken with the consultant hired to address the failure. The Consultant believes that there were lots of roots in the leach field, also it appears that someone had run over the Infiltrator units and pushed them down too far into the field's stone. There was no vent and therefore the system became anaerobic rather than aerobic or oxygenated. The system will be redesigned with proper venting and more stone. In the mean time a filter will be used. There is money which was required to be held in escrow as part of the permit just for the possibilities of issues like this.
<b>ACTION</b>	No action necessary, just FYI. The Board of Health inspects and was paid a fee for the collection system, because it is the local authority that is responsible for the portion of the system in the roadways.
<b>PENDING</b>	

<b>TOPIC</b> <b>Tobacco Control</b>	<b>The final revision (members input) of the new Tobacco Control Regulations for Southborough to be discussed. Schedule tentative date &amp; location for Public Hearing</b>
<b>DISCUSSION</b>	The members advised that they found no issues with the Revised Tobacco Regulation as presented at the last meeting.
<b>ACTION</b>	A Public Hearing will be scheduled for Wednesday, August 19, 2009 at 7:00 PM in the Board of Health Meeting Room.
<b>PENDING</b>	Reserving the room, and posting the Public Hearing in News Paper and at Town House.

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<b>TOPIC</b>	<b>Emergency Preparedness</b>
<b>DISCUSSION</b>	Public Health Nurse Leslie Chamberlin reported on her attendance at the Region 4A Emergency Preparedness TAR Meeting that was held at the Wayland Town Hall. She explained what the acronym TAR means, Technical Action Review and reported that Southborough's score was a very good 78%. This was accomplished do to all the work she and the consultants have completed. She wanted to advise the Board that she and Acting Police Chief Jane Moran had completed a "Security Plan" just before the TAR meeting which helped Southborough reach the "middle high" score of 78 on our deliverables for the State. Members congratulated her on her progress, but asked if private schools were involved in the plan. Mrs. Chamberlin explained that they will be, but that portion of the plan has not been written yet. All medications would be delivered to Woodward School, the EDS site, and then from there to the private schools.
<b>ACTION</b>	Another consultant will be reviewing the plan in an attempt to assist in filling any holes in the plan.
<b>PENDING</b>	

<b>TOPIC</b>	<b>Wellness/Obesity</b>
<b>DISCUSSION</b>	Member Nancy Sacco reported that she participated in the "Walk to School Day" at Finn School with approximately 50 kids. There was talk about holding the walk on subsequent Wednesdays, but nothing is final as of yet. Unfortunately there are no sidewalks, which make the walks more difficult and dangerous Dale Burgess, RN works as a school nurse and is getting her masters degree in public health nursing. She will look into writing a grant request for the Southborough Board of Health, to assist in the Wellness/Obesity portion of the "A Healthy Community" project the Board would like to work on. It was also suggested that the Public Health Nurse speak to other Region 4A towns to see if they might also be seeking a grant which may require a larger number of participants than one town.
<b>ACTION</b>	Administrative Assistant will call the Town Planner to see if you the town center plan or any other neighborhoods have plans for sidewalks. She will also be invited to comment on sewer districts and rental occupancy permits, so she will be invited to the September 9, 2009 meeting.
<b>PENDING</b>	

<b>TOPIC</b>	<b>Working with other Departments - Water</b>
<b>DISCUSSION</b>	Dr. Louis Fazen provided a book for the "Staff Library", as Dr. Seder has also. Dr. Seder spoke on the top ten things that we all should remember about our drinking water.
<b>TOPIC</b>	<b>Working with other Departments – Bio Hazard Containers</b>
<b>DISCUSSION</b>	Ms. Chamberlin reported that she has spoken with DPW Superintendent, Karen Galligan and she has chosen Steri Cycle for the Bio-Hazard disposal. There is progress towards meeting the deadline and the containers will be located at the Transfer Station and at Walgreens Pharmacy.

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<b>TOPIC</b>	<b>New Printer Purchase</b>
<b>DISCUSSION</b>	<p>Staff has been researching printers to replace the broken inadequate printer in the Public Director's Office. The Board was advised that Town Administrator, Jean Kitchen had recently sent a memo advising all departments to turn back as much money as possible this year, and not to make any end of year purchases. Mr. Pisinski and Mrs. Luther advised the Board that in light of this memo they didn't believe that they could continue with the purchase of the replacement printer without a formal vote of the Board. The small printer (H.P. 2000C) has not worked at all since February and began to be a problem over the last few years. It is not designed to take the amount of use that is required of it for Board of Health purposes. The Board was advised that in researching printers Mrs. Luther had done considerable research and run her final choice by the IT Department for their approval. A copy of the specs for two Epson Ink Jet Printers was given to the Board Members. Ink Jet was chosen because the cost of a laser printer is prohibitive for Board of Health uses. Mr. Pisinski explained that the department needed a printer that would print 11 X 17 maps from GIS. Color is needed to clearly show streams, watersheds, etc. of existing illicit discharge (stinky streams), wetlands, beaver dams, etc. The color prints are also critical in potential litigation issues, environmental and other public health issues. Mrs. Luther explained that she had been advised to purchase extra ink cartridges because the initial set up of the printer uses most of the first installed cartridges. This is true with any printer and why the black and white printer was without ink so unexpectedly soon after its purchase. Mr. Pisinski shared that attempts to use the color printer in the Building Department at the Town House was very problematic. Someone has to leave the office and go to the Town House to pick up the prints. Prints have been thrown away before anyone can retrieve them, which has caused frustration and duplicate efforts. During the discussion regarding the memo from the Town Administrator the Board was advised not only of the need for the printer, but that the Board of Health would be turning back money in excess of \$10,000. Mrs. Luther advised that she works hard during the year to keep office cost down as much as possible. It was also noted that the Board of Health is one of the few departments that consistently turns money back to the general fund on a regular annual basis.</p>
<b>ACTION</b>	<p>Co-Chairman, Nancy A. Sacco, RN moved that it was in the best interest of the Board of Health and its service to the town that an Epson Pro 3800 and 2 extra of each of the ink jet cartridges be purchased before June 30, 2009. The motion carried unanimously.</p>
<b>PENDING</b>	<p>Placing the order with Micros Northeast.</p>

<b>TOPIC</b>	<b>Review of Leslie Chamberlin's Annual Review</b>
<b>DISCUSSION</b>	<p>Mr. Pisinski explained the review process for Salary Administration Employees. Copies of Ms. Chamberlin's review, which had been conducted earlier with her, were provided for each member's perusal. Mr. Pisinski explained all his examples, and accolades with appropriate justifications. As he explained why</p>

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	certain areas were left blank, board members chose to add there own thoughts and filled all of the categories. They thanked Ms. Chamberlin for all her hard work!
<b>ACTION</b>	Ms. Chamberlin's review was approved and her wage increase was suggested to be the maximum.
<b>PENDING</b>	Personnel Board to approve the new rate.

<b>TOPIC</b>	<b>Board of Health Annual Gathering</b>
<b>DISCUSSION</b>	Dr. Fazen read a tribute to Dr. Timothy P. Stone that he will read at the annual gathering of the Board of Health members, staff and guests. The dinner is "sponsored" each year by the three members.
<b>ACTION</b>	Mrs. Luther was asked to place a tickler to remind members to plan next year's event.
<b>PENDING</b>	

The meeting adjourned at 4:00 PM, with expectations of meeting again at 5:30 PM at Dr. Fazen's home, and then at the Wildwood Steak House.

Respectfully submitted by: Barbara M. Luther, Administrative Assistant