

MINUTES OF THE BOARD OF HEALTH MEETING

September 29, 2008

The meeting convened at 1:30 PM. Present were Chairman Louis Fazen, III, Members Nancy A. Sacco and Public Health Director Paul C. Pisinski, Public Health Nurse Leslie Chamberlin, Sanitary Inspector Dennis Costello and Administrative Assistant Barbara M. Luther. Member, Richard H. Seder joined the meeting via the telephone.

The minutes of the August 20, 2008 meeting were not reviewed do to time constraints. (Mrs. Sacco left some of her changes with Mrs. Luther to incorporate for review at the next meeting.) August 20th meeting minutes need to be reviewed at next meeting.

Members were briefed on the agenda and any scheduled appointments.

Mr. Pisinski advised the members that a request from the Town Accountant regarding Septage Accounts will have to be discussed at this meeting. He advised that a brief discussion on the status of the Administrative Agent position will be needed, and told the members that Officer Hagen is scheduled to attend the meeting at 2:45 PM.

PETITIONS/PUBLIC HEARINGS

Officer David Hagen although scheduled to attend the meeting at 2:45 PM had to be canceled because it was necessary to shorten the meeting due to several unexpected issues.

NEW BUSINESS

- A. The discussion about the new position, Administrative Agent was brief. Mr. Pisinski advised that he hopes to meet with Russ Mulholland, who is a member of the Personnel Board for some input on this job description and the process the Board must use to establish this position. The consensus of the board members is that the position of Administrative Assistant and/or Secretary should remain open, but not filled if the Administration Agent position is filled. These positions should remain open because it may not always be necessary to employ a person who meets all the criteria of an Administrative Agent. The Board is looking to establish the position during this transitional time to insure that all essential functions of the Board can be efficiently continued. Mrs. Sacco asked if the Board of Selectmen have responded to the Board of Health's letter regarding Mrs. Luther's evaluation. They have not. Mr. Pisinski was asked about the position of Public Health Director and how he sees the position as it moves forward. He said that all policy from the elected Board of Health Members is the responsibility of the Public Health Director, the overall budget and compliance with all State and Town regulations, as well as the overall scheduling of staff. Mr. Pisinski agreed to "tweak" his job description and get the new description to the board members.

REPORT ON CORE DIRECTIVES

- A. Emergency Preparedness – A report from MRC/CERT Coordinator Andrew Gleckel was read to the members and into the minutes. Mr. Gleckel wanted the members to be aware that for the Emergency Trailer to be useful some other items must be purchased, i.e. chalk block and a front jack foot, identification for the trailer, shelves and signage. The trailer cannot be stored at the fire station and the Board voted to store the trailer in the parking lot in the back of the Board of Health Office. Mr. Pisinski advised the board members that in the past the Board of Selectmen wanted to be made aware of any grant that was applied for or awarded and what might be the purpose of that grant, before it was accepted. Dr. Seder stated that he understood this request as the maintenance costs and annual upkeep may have costs that affect the budgets of both the Board of Selectmen and the Board of Health. Dr. Fazen asked if insurance costs had to be reported to

the Board of Selectmen because they may be under the Town’s insurance umbrella. Mr. Luther explained that both the insurance and the annual registration were handled by the insurance company as is the case with all town owned vehicle. Vanessa Hale, Assistant Town Administrator is the contact person and took care of those things for the trailer.

B. Flu Clinic – Mrs. Chamberlin and Mrs. Sacco are a bit concerned about the number of nurses from the MRC who are willing to work at the EDS/Flu Clinic and asked for approval of the Board to hire a nurse if needed. The request was approved by a majority. Mrs. Sacco and Dr. Seder constituted a quorum when Drs. Fazen was called out of the meeting by an emergency. If enough nurses have not volunteered by October 18th one nurse will be hired from Marlboro Med-Works. CERT Members will be used to direct residents through the clinic and with parking, etc. Mrs. Luther advised that the clinic has been advertised in three newspapers, MetroWest Daily News, Southborough Villager, and Telegram and Gazette. There was some discussion about placing Flu Clinic Flyers in the “Thursday Packets” that the schools. Mrs. Sacco will contact the school and assist in distribution.

C. Wellness & Obesity Mrs. Sacco reported that Southborough will not be participating in the National Walk to School day this year. This is due to the construction and trucking taking place on Main Street, which is a primary route to school for many children. Mrs. Sacco said that the town will look into participating next year and that after the flu clinic is over she will look into some other venue related to Wellness and Obesity. She did note that the nurses at Woodward School recently checked the children’s lunches and critiqued their contents.

NOTIFICATION OF ACTIONS BETWEEN MEETINGS & PENDING ITEMS

A. Mr. Costello advised that he is working on adding to the information available for Food Establishments, especially temporary permits such as what type of foods sales are required to be licensed and how to go about obtaining a license in the future. He also explained that now that Heritage Day is attracting vendors from other Towns, he believes that they should apply for a temporary food license. This is because they are not licensed in Southborough, and we know very little about their establishments. He will accept reciprocal licenses from other towns, but feels that food vendors should be licensed at least temporarily in Southborough. He will continue to research this issue. He also reported that the Southborough Baseball League has contacted him questioning how they might expand their “snack shacks”. This will have to be carefully looked at and may take some time to determine what the Town should require. Mrs. Sacco advised that the “snack shack” is run by parents with very little instruction. Mr. Costello suggested that the people in charge of the overall operation of the shacks might be required to take a Food Handler’s Course, so that they can provide some guidance to parents. Dr. Fazen agreed that if this group wants to expand their program this is a good time to make sure that Southborough is in compliance with the state regulations.

Licenses

David, Bartolini	Bartolini Builders, Inc.	Installer	Renewal
Ramsis, Azir	Ben's Deli	Food Establishment	New

Septic/ Wells

Permit Number	St Name	Applicant Name	Explanation	Design Engineer
200802W	Marlboro Line Brigham St.	Paul A. Ditullio	Well	ENGINEERING DESIGN CONSULT.

Permit Number	St Name	Applicant Name	Explanation	Design Engineer
2008021	9 Prentiss St.	John Tremblay	Complete Replacement	SULLIVAN, CONNORS & ASSOC.
200803W		Fay School	Irrigation Well	BEALS & THOMAS

BUDGET

- A. Accounting Dept is looking for an accounting of intended use for the “Septic Management” funds. Town Accountant requested a letter from the Board indicating a vote of the board. This is to avoid having these inactive funds from being closed and put into the general fund.**
- Mr. Pisinski explained the reason for the “Septic Management Accounts” and that the largest portion of the funds were collected from developers who installed large septic systems, shared systems, or innovative systems, that require maintenance and monitoring that likely will involve the town. The question was asked if a consultant could be hired to review of any new large subsurface sewage disposal systems or private sewer systems that may request a permit to construct in town using this money. Mr. Pisinski explained that in the past the Board has hired consultant to assist in developing sewer regulations, but have not been satisfied with the service. The Department of Public Works does not want to be involved with sewer/septic regulations, and past consultants have simply copied large city type regulations that don’t fit into a small town’s private sewer regulations. Mr. Costello suggest that “in house” staff collect example of by-laws and regulations from other towns and incorporate their ideas into our regulations for final review by a consultant. It was also suggested that the funds can be used for front end consultation or impact studies of properties applying for large subsurface sewage disposal systems/private sewer treatment plants (Ground Water Discharge Permits, which are issued by the state, but may run through town roads). The funds may be used for management/maintenance of private subsurface sewer disposal systems/private sewer systems not otherwise covered by other permits. A third use may be an impact study of subsurface sewage disposal systems in close proximity to wetland flooding and their possible effect on water quality. Finally the funds may be used in the implementation of sewer regulations that the Board of Health would have to enforce. Dr. Fazen moved that the funds be combined into a common fund to be used for these purposes and that the Board will further define the use as it moves forward and new systems are proposed. Mrs. Luther was asked to draft a letter to be reviewed at the next meeting and after approval be sent to the Town Accountant, Carla McAuliffe.
- B. Dr. Seder advised that Northeast Water Works will return his enrollment fee less only \$30.00, because he was unable to attend the course do to medical issues..**

The meeting adjourned at 3:30 PM

Respectfully submitted by: Barbara M. Luther, Administrative Assistant to the Board of Health