

Board of Health Meeting Minutes

January 10, 2013

Present: Rich Maccagnano, Karen McManamon, Eric Dickinson and Ann McCobb. Rich called the meeting to order at 7:00 p.m.

Public Comment

None

Approval of Minutes

Motion: A motion was made by Rich Maccagnano and seconded by Karen McManamon to approve the 12/20/12 Regular Session minutes. Two in favor, Eric Dickinson abstained.

Motion: A motion was made by Rich Maccagnano and seconded by Karen McManamon to approve the 12/20/12 Executive Session minutes. Two in favor, Eric Dickinson abstained.

Approval of Bills

The following bills were approved and signed:

Century Health Systems, Inc.	\$120.00
Gatehouse Media	\$21.42
Nurse Appreciation Flu Clinic– Kathy Shore	\$100.00

Health Director's Report

Mangia 2013 Food Permit: Rich Maccagnano recused himself from the discussion. There was discussion regarding a reduced permit fee since they were only in business a few weeks during 2012. The owner paid the 2013 fee and did not ask for any reduction in the fee. The Board decided to leave the situation as it is.

Budget FY14: The Board's Finance Committee (FinCom) liaison, Michelle Zeamer, joined the meeting to discuss the newly released FY2014 budget guidelines. Michelle started the discussion stating the FinCom is looking for a 1% increase in personnel and a maximum 1.5% overall increase in the budgets from FY13. Ann McCobb explained that as it has been for the last few years, that our personnel line items are deficient, specifically in the clerk line item. As much as possibly allowed we use the Flu revolving account to pay for any flu related work that is done and we still run out of funding in June of each year. Ann would like to base our staffing model on the 2007 report the Board funded that states a departmental need for a 35 hour clerical support position. She stated that this position hasn't been fully funded in years.

The VNA current year budget is \$900 and The Board needs to notify FinCom that we have already over-expended it for FY13 at the 6 month point.

Ann doesn't know yet if the VNA or beach testing prices have gone up for the following year. She will get that information.

Len Izzo has been working for the Board for 7 years with no pay increase from the current \$50. The Board has voted to increase his per inspection fee to \$60 retroactively to the beginning of FY13. The Board cannot raise fees to account for the difference because he is budgeted at about half the

annual food service receipts. Len has been an asset to the department and the Board would like to keep him.

Michelle spoke about the budget from the Governor being reduced and the Town having further reductions made to receipts from the State.

Ann spoke about losing Mike Graf and the effect on the departmental budget. To replace him with Rich Westcott is much more costly although currently necessary. She would like to move the remaining budget from personnel services to purchased services.

Michelle said the Board should be prepared for the 2/7/13, 9:30pm, FinCom meeting by having three budgets prepared; a guideline, a 0%, and a level service.

7:30 Floor Drain Regulation Hearing

Rich Maccagnano opened the hearing by reading the notice. It was published in the MetroWest Daily News on 12/29/12.

Discussion began with Section II: Scope of Authority and the distinction between new facilities and existing facilities and when an existing facility would be required to comply with the Floor Drain Regulations. The Board agreed that a change of use or anything requiring a Board permit would necessitate compliance with the regulations.

The Board discussed Section IV: Prohibitions. Rich is concerned with the word prohibitions and asked that the Board look for another word or term be used in its place.

The Board discussed Section V: Requirements for Existing Facilities Where a Permit is Required by DEP or the Local Board of Health. The Board felt that the title heading is too long and redundant and agreed to shorten the title to Requirements for Existing Facilities. Under Section V.B. the Board discussed the potential for an allowable waiver process to the written procedure.

The Board discussed Section VII: Penalties. Ann McCobb spoke to the Water Superintendent, Ron Sharpin regarding his thought on the penalties proposed. He thought the lower limit fine was stiff and the Board agreed to lower the minimum fine to \$50.

The Board agreed to an effective date of 3/1/13 for the Regulations and was in agreement to accept the remaining sections of the Regulations as written. It was agreed that an implementation and enforcement plan must be written to support the regulations and that letters should be sent to owners of identified businesses.

Motion: Rich Maccagnano motioned to continue the public hearing for the Floor Drain Regulation to 1/24/13 at 7:30pm. Eric Dickinson seconded. All in favor.

The Board decided to cancel the 1/17/13 meeting and reschedule to 1/24/13.

Health Director's report continued

Flu Clinic 1/12/13: Kathy Shore called the Health Department this morning and offered to run a clinic this Saturday, 1/12/13. Given all the publicity the flu is receiving and since we still have vaccine Ann McCobb agreed and we are putting together a "Pop-up" clinic for Saturday morning at 10:00 to be held at Jordan Hall in the Congregational Church. Police Chief John Moore is putting up the electronic sign to advertise the clinic and the usual media outlets have been notified. Ann McCobb, Ann Adams, and Lisa Deering are all working the clinic.

Sharps Program: The program is scheduled to begin Friday, 1/11/13.

Town Hall Hours: There is a meeting Friday, 1/11/12 to discuss the new hours proposal. The Health Department is not required to follow the hours change but does not want to be out of line with other departments. There was a discussion about "who are the Health Department's customers?" and what makes the most sense from staffing perspectives. The Board agreed that the

options proposed won't work for the department but possibly aligning with the Building Department hours would be feasible. Ann McCobb will bring this information to the meeting and report back to the Board.

86 Washington Street: The topic will be put on the 1/24/13 agenda. Ann McCobb has not received water readings yet. Ann met with the representative for the two tenants and believes that he understands what is needed. Harry Kampersal did a Title V for the building.

Calendar: Ann McCobb brought up a calendar discussion for scheduling purposes. She asked that each member get back to her with any future plans.
Rich Maccagnano will attend the FinCom meeting on 2/7/13.

Beavers: Eric Dickinson inquired about the current status of the beaver situation around town, particularly in the downtown areas. Ann McCobb reported that she has heard from the Schlotterbecks on Lake Shore Drive and that they are reporting the level of the lake is higher than normal. Ann explained that the issues are multi-jurisdictional and often complicated; she talked about the water levels on Arch Street at the Winthrop canal and said the levels are not deep enough for flexible pond levelers. She said the best solution would be for the Town to clean the whole canal.

Motion: Rich Maccagnano motioned to adjourn the regular session meeting at 9:05p.m. Seconded by Karen McManamon, and passed unanimously.

Respectfully submitted:

Lisa Deering, Health Department Clerk

Approval Date: 1-31-13