



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

The Board of Health Meeting Minutes

Date / Time / Location of Meeting	03-14-2018/ 6pm/ Room 127
Members Present	Robert Barrell; Michaun Fowler; Celia Hartigan
Members NOT Present	N. Alan Harris; Beverly Salate
Guests	Phil Leger and Abby Graham(CMRPHA); Leslie Guertin, Town Accountant
Welcome – Call to Order	Time: 6:14 pm
Vote to enter Executive Session	The Board convened in open session, and all members present voted (3-0) to enter Executive Session and reconvene open session once executive session was adjourned, pursuant to Mass. Gen. L ch. 39, § 23B. Roll call: Robert Barrell – yes Michaun Fowler – yes Celia Hartigan - yes The purpose of this Executive Session meets Exception Five – “To investigate charges of criminal misconduct” of a particular individual. Guests from CMRPHA were not informed of the purpose, left the meeting, and retired to another room for the duration of the executive session. Executive session adjourned at 6:34pm; minutes are recorded in a separate document.
Open session reconvened	Motion was made to return to Open session at 6:35pm
Motion Originator	Ms. Hartigan
Motion Seconded	Ms. Fowler
Result	Approved 3-0
Approval of Previous Minutes	
Description	Meeting minutes for February were reviewed, approved and signed.
Motion Originator	Ms. Fowler
Motion Seconded	Ms. Hartigan
Result	Approved 3-0
Financial Report/Pay Bills	
Description	Not addressed this session.
Office Report	
Description	Title 5 projects, Permits and Fees, Fines, etc.
Discussion	Current Title 5 project updates: <ul style="list-style-type: none">- 385 Lancaster - Septic design revisions were approved by Finlay Engineering and Mr. Barrell signed off on them; Greenhill Engineering informed. Subsequently, the Building

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Dept. informed Ms. Lee that a complaint was made that the owner was disposing of demolition debris in the wetlands. Bill Chase from ConCom confirmed this and Bentley Herget, Building Commissioner also inspected and noted that the foundation may be unsound. He issued a Cease and Desist order, and is requiring the owner to have the foundation inspected by an Architectural Engineer.

- 307 Lancaster /Bethlehem Bible Church – Perc tests were completed, however no report was received. Goddard Consulting stated the engineer is compiling the data and incorporating it into the proposed Septic design.
- 58 Prescott – no change to status.

Sewer/Septic Abandonment updates:

- Paperwork was completed by owner and/or contractors at both 94 North Main and 137 Shrewsbury to verify abandonments were completed according to Title 5 requirements. Fee has not yet been paid for 137 Shrewsbury.
- 81 Pine Arden Drive Sewer connect – Owner requested the Town pay for Grinder pump due to main line not being installed at originally designed depth. Butch Jackson from DPW has investigated and is bringing the issue back to the Selectmen. The request was initially declined because the owner did not take advantage of the Town offer to pay for the grinder pump in a timely manner (this property is delinquent in connecting to the sewer). Mr. Barrell will follow up with Mr. Jackson, to explore possibility of the Board assisting with cost of Grinder pump for owner.

Tobacco Violation update:

- Xpress Stop was granted their request to extend time allowed to pay their violation ticket to April 30, 2018.

File Organization update:

- Organization and clean-up of computer files has been completed. Ms. Lee has begun work on updating the card file and address files. The Board supports her learning the software Municipity to assist with upgrading to an electronic record. Ms. Lee will reach out to Karen Pare' again about this goal.

PHEP update:

- Copies of the PHEP trailer key were obtained by Mr. Barrell, two are located at the Board office and two were given to Tom Welsh, Fire Chief.

Web postings:

- The State Honey Bee support site link was posted.
- A request was received to post a link for Emergency Dentists.

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- Republic Services has not responded to a request around their process for sharps disposal, so this has not yet been posted. Ms. Lee will follow-up.

Permits/Fees:

- Mr. Barrell stated that a hearing is not required to amend the permit fee for Limited-use Nonprofits category to \$50 per year starting in 2019.
- The school PTA has requested the permit fee be waived for mobile food trucks at their end of school event on 06-15. The Town is waiving the victualer fee.

Description The Board members agreed to the change of \$50/year permit fee for Limited-use Nonprofits starting in 2019. The Board also agreed to waiving the permit fee for mobile food trucks at the PTA end of year event; if not already permitted in West Boylston, any Mobile food trucks are required to submit all required documentation for a Mobile Food permit.

The Board decided that the Emergency Dental link is unnecessary because most dentists have emergency options available; Ms. Lee will inform the person who requested this.

Motion to Accept Ms. Fowler

Motion Seconded Ms. Hartigan

Result Approved 3-0 : Change of fee for Limited-use Nonprofits in 2019
Waive permit fees for food trucks at PTA event
Decline offer of link for Emergency Dentists

OLD BUSINESS – Title 5 Services

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Discussion Change of Title 5 services to CMRPHA:

- The Board received the IMA proposal, however the Title 5 fees for service were not itemized for specific services and the Board requested this be corrected. The revision has been completed, but not yet reviewed by the Town Administrator. Motion was made to table this item.

Motion to Table Ms. Hartigan

Motion Seconded Ms. Fowler

Result Tabled 3-0 until the Town Administrator has reviewed the revised version.

NEXT TOPIC – Annual Report

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Description Review Annual Report

Discussion The Board reviewed the report, discussed issues with the table for reported Communicable Diseases, agreeing to make a minor change to include Zika virus in the Zoonotic category. One other minor correction was indicated (Ms. Fowler's term expiration date). Ms. Fowler noted she is completing paperwork to continue as a Board member for the next three years. A motion was made to accept the report with the stated revisions.

Motion to Accept Ms. Fowler

Motion Seconded Ms. Hartigan

Result Approved 3-0. Ms. Hartigan will make the corrections and re-submit the report.

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NEXT TOPIC – CMRPHA - Local

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Description	CMRPHA local monthly report by Ms. Graham and Mr. Leger
Discussion	<p>Highlights: 12 routine inspections were performed by Ms. Graham; two will require re-inspection; The Mill for cleaning and Miku for improving documentation of their HACCP processes. Finder's Pub had its monthly inspection and continues to improve, however Ms. Graham noted some issues with cleaning. AJ's Pizzeria attended the hearing on 03-07-18 and agreed to work harder to comply with the Food protection procedures; they were warned that complaint or violation could result in fines, required retraining, or loss of permit.</p> <p>Ms. Graham addressed one complaint of rodent activity at Finder's when she did the monthly inspection; no rodent activity was found and she requested they submit a copy of their exterminator report.</p> <p>335 Goodale update: Exterior work is completed; Mr. Leger inspected it and it was approved; he is waiting to hear back from the resident for a time to inspect interior work.</p>

NEXT TOPIC – CMRPHA - Regional

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Description	CMRPHA regional monthly report by Mr. Leger
Discussion	<p>Highlights:</p> <ul style="list-style-type: none">- The Alliance Quarterly meeting will be held 03-21-2018 at the Town Hall in Holden, MA.- Abby Graham recently passed her Registered Sanitarian exam.- Alliance inspectors will be completing a number of trainings in the coming months.- Review of "How local and state tobacco policies intersect with adult-use of marijuana".- Board encouraged to read the "Draft Placeholder Recreational Marijuana Regulations" created by MAHB and other health departments.- The PHEP facility set-up drill went well in West Boylston.

OLD BUSINESS – Sharps Disposal

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Description	Update on 24 hour accessible Sharps Disposal
Discussion	CMRPHA, Community Health is obtaining a Sharps Disposal unit to be installed in the West Boylston Police Department lobby. Republic Services has not responded to request for information on their sharps disposal process.
Result	Further discussion was tabled until more information is obtained.

OLD BUSINESS – Substance Abuse Prevention program

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Discussion Tabled due to Ms. Salate being absent. However Ms. Hartigan noted that they have had a good response to the 03-15-18 event featuring Dr. Potee.

OLD BUSINESS – Nail Regulations and Delinquent Sewer Connections Tabled – Mr. Barrell suggested these topics be removed from the agenda until further notice.

NEXT MEETING – April 11, 2018, 6pm

MOTION TO ADJOURN

Motion Originator	Ms. Fowler
Motion Seconded	Ms. Hartigan
Result	Approved 3-0
Time of Adjournment	8:30 pm

Signatures

Robert J. Barrell, MPA, Chairman

N. Alan Harris, MD, Vice Chairman

Beverly A. Salate, RN, BSN

Celia F. Hartigan, RN, MPH

Michaun Fowler

Submitted by: **Margaret Lee**
Date Submitted: **04-11-2018**

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