

Board of Health  
Meeting Minute  
February 24, 2014

6:30 p.m.	Meeting called to order – Donna Clark, Allen Hoffman, and David Favreau
Minutes	Minutes have been presented; however in the absence of Gary Menin the Board will wait to approve the minutes until he is in attendance.
Correspondence	<p>Three (3) separate public records requests received January 21 and 23, 2014:</p> <ol style="list-style-type: none"> <li>1. Mr. McDermott, 18 Sherwood Drive, requested copies of public records that involve anything and everything relating to 18 Sherwood Drive, with the exception of the soil evaluations, to include any of Allen Hoffman's records. A good faith estimate for this request, \$142.90.</li> <li>2. Mr. McDermott also requested copies of public records that involve Weymouth Whitney's Title 5 Inspection applications, including home-owner names &amp; addresses for the past 2 years. A good faith estimate for this request, \$25.78.</li> <li>3. Mr. McDermott also requested copies of public records that involve David Favreau's Town funded cell phone records and expense reports for the past 3 years. A good faith estimate for this request, \$155.08.</li> </ol> <p>All three public records requests have been independently provided with a formal, good faith estimate dated January 30, 2104 and returned to Mr. Michael McDermott within the time established in the Massachusetts Public Records Law.</p> <p>It was noted, although Mr. McDermott's public records request dated January 21 and 23, 2014 pertain to specific discussion from a previous BOH meeting dated January 16, 2014, Mr. Michael McDermott was not in attendance during the special January 16, 2014 BOH meeting.</p>
Wickapicket Knoll Multifamily Site Plan	BOH comments to site plan review for the Wickapicket Knoll development off of Redstone Hill Road – Allen Hoffman made a motion to disapprove the site plan until the BOH has reviewed subsurface disposal designs associated to the project. It was noted that it appears to have adequate soil testing performed throughout the site; however at this time no subsurface designs have been submitted for review. Donna Clark seconded; no discussion; Allen Hoffman aye, Donna Clark aye. A letter will be sent to the Planning Board noting the position of the BOH.
Sterling Senior Center Site Plan	BOH comments to site plan review for the Sterling Senior Center, Boutelle Road...this plan had been presented previously; no changes. A subsurface disposal design has also been previously presented. The BOH has no objections to these plans. A letter will be sent to the Planning Board noting the position of the BOH.
Reports	<p>David Favreau stated there were seven individual cases of the nurovirus at the Sterling Village nursing home.</p> <p>Housing Complaint at 26 Pratts Junction Rd – inspection completed</p> <p>David Favreau stated he will be taking vacation in April. The MPHNI Inspector will be on call during this time. In addition, Allen Hoffman will cover in case of any emergencies.</p> <p>David Favreau will be attending a Title 5 course on February 26 at a cost of \$50.00. Donna Clark made a motion to pay for the course; Allen Hoffman seconded; no discussion...Donna</p>

	<p>Clark aye, Allen Hoffman aye.</p> <p>David Favreau presented a thank-you note from Mr. and Mrs. Barry Lien concerning the passing of his son.</p> <p>Montachusett Public Health Network – David Favreau stated that monthly meetings are ongoing. The regionalization network is collaboratively working on evaluating all fees and will be revising the fees over the next few months to have all towns with the same fee structure.</p> <p>David Favreau presented the Board with an updated list of all BOH trainings and certifications as of February, 2014.</p> <p>Allen Hoffman presented the Board with a recent article concerning Grafton Board of Health stating they are paying \$65.00 per hour for consultation services on BOH issues since the Health Agent position had been vacated.</p> <p>David Favreau presented the Board with a copy of the January 10, 2013 minutes in which it stated “The Board reviewed and discussed the proposed 2014 BOH budget. Discussion to reimburse David Favreau \$65.00 per month for use of his cell phone for a total annual amount of \$780.00 per year. Donna Clark made a motion to include \$780.00 in the expense account; seconded by Gary Menin; all in favor to approve budget for FY2014 as written with the additional expense of \$780.00.” Recently there has been some discussion over this matter. This provides clarity to the concerns Mr. Gary Menin had presented during the January 16, 2014 BOH meeting. David Favreau presented costs to purchase a separate phone and a monthly rate of \$75.00/month. Donna Clark suggested that the BOH purchase a cell phone similar to that in which other departments in town have. Allen Hoffman agreed and made a motion to purchase the phone and plan similar to other phones the town Departments have. Donna Clark Seconded the motion, all in favor. Allen Hoffman expressed this is the best way to solve the cell phone problem. Both Board members asked David Favreau to purchase the phone.</p> <p>David Favreau presented the Board with a copy of his employment disclosure statement. Allen Hoffman and Donna Clark are satisfied; they are waiting for Gary Menin’s comment</p>
Public Session	None
Discussions	<ol style="list-style-type: none"> <li>1. Discuss Board of Health Job Descriptions – Within the job description language, Allen Hoffman wanted to clarify in the header of the job description, that the Health Agent reports to the BOH and not the Town Administrator and also clarify that the BOH holds separate autonomy identified under MA General Law, Chapter 111 within the subsequent paragraph.</li> <li>2. David Favreau presented handouts to each of the Board Members describing the process of daily journal logs for the Health Agent and Associate Agents. The process of journal logs are documented through 1)- weekly employee time sheet, 2)- monthly spreadsheets and submittals to Board members electronically, 3)- descriptive daily entry into a separate independent journal log within an outlook program, and finally 4)- each street address file has a written inspection sheet that shows dates and explanation of the inspection along with a signature by the inspector. Allen Hoffman and Donna Clark reviewed the handouts and concur that this detailed process of journal logs shows accountability to each employee’s daily activities. It was noted that; although this process has some redundancy, at some point this will become a greater expense than the net return.</li> <li>3. Allen Hoffman, Donna Clark, David Favreau and Kathie Nickerson attended the Open Meeting Law training with the Town’s new attorneys. All found it to be quite informative.</li> <li>4. Donna Clark suggested that all meetings of the BOH be recorded. Allen Hoffman agreed and asked David Favreau to look into acquiring a tape recorder for the meetings.</li> </ol>

	<p>5. Future Agendas:</p> <ul style="list-style-type: none"> <li>a. Variance for 79 Lakeshore Drive will be presented at the next meeting</li> <li>b. Ms. Hawley's Item will be on the next meeting agenda.</li> <li>c. Allen Hoffman will be meeting with the personnel board on March 6, 2014</li> </ul>
8:15p.m.	Meeting Adjourned