

December 13, 2018
Sterling Board of Health Meeting
Butterick Building, Lower Level Conference Room
1 Park Street, Sterling, MA 01564

Meeting Minutes

5:07 PM Vice-Chair Gary Menin called the meeting to order.

Mr. Menin asked if anyone would be recording the meeting. Both David Favreau and Gary Menin indicated they would be recording.

Roll Call: Donna Clark, Chair - present by remote connection
Gary Menin, Vice-Chair - present
Allen Hoffman, Member - present
David Favreau, Health Agent - present
Elaine Heller, Admin. Asst. - present

Attendees: None

General Business Updates:

Performance Evaluation of Health Agent:

The evaluation was completed.

Approve Any Available Minutes:

A motion to approve minutes of the November 8, 2018 meeting was made by Gary Menin and seconded by Allen Hoffman. Both were in favor and the motion carried. Donna Clark did not vote as she was not present at that meeting.

A motion to approve minutes of the October 11, 2018 meeting was made by Allen Hoffman and seconded by Donna Clark. Hoffman - aye; Clark - aye; Mr. Menin did not vote as he was not present during the October meeting. The motion carried.

Correspondence:

None

Health Agent Report:

Title 5 Inspection Report "Needs Further Evaluation by Local Approving" 116 Heywood Road:

Health Agent Favreau spoke on this topic, noting it was an update only as water quality report has been submitted.

Seasonal Flu Vaccination Update 99/12:

According to Mr. Favreau, 99 vaccinations have been administered at the Senior Center and 12 were administered for emergency personnel.

Illegal Engineering Business Correspondence:

A letter was sent to the Health Agent and others town officials by an undetermined person regarding David Sadowski, President of Sadowski Engineering in Clinton, MA. Mr. Sadowski drafts septic designs Mr. Sadowski employs a civil engineer and licensed surveyor for the official review and stamp needed for submittal of approvals. Mr. Favreau noted there are no irregularities with the services Mr. Sadowski provides.

Key Fob Building Access:

The Health Agent provided a key fob for each Board member and commented that the fobs do not work after 5:00 PM at this time. Additional software is required for this access.

100 Leominster Road Permit:

Mr. Favreau advised Board members that the building is nearing completion. The first floor only will be used initially. There is a nitrogen credit requirement for the use of 1882 GPD, currently a permit has been issued only for 1400 GPD use. The second floor will not be “built out” or permitted by the Building Department and signed off by the Board of Health office until the nitrogen credit requirement has been met or a nitrogen treatment system has been installed.

Signatures Required:

2019 Food Establishment Permits:

Signatures not completed

Compliance Letter to Previous Property Owner - 209 Worcester Road:

After review and discussion, member Hoffman made a motion and moved to accept the letter as written. Donna Clark seconded the motion. Hoffman - aye; Clark - aye; Menin - nay. Motion carried. As acting Vice Chair (as Chairperson Mrs. Donna Clark could not sign, she is attending via remote phone), Mr. Menin declined to approve and sign the notice. Mr. Favreau questioned Mr. Menin as to why he would not approve and sign this compliance letter. Mr. Favreau noted, as documented during the November 8th meeting Mr. Menin voted on and approved sending such a notice to include time frame and citations of the sanitary code to the previous owner.

In response Mr. Menin noted at the time this issue was first raised (at the November meeting) that he had indeed objected to the interpretation that the T5 inspection was the responsibility of the seller - i.e. from those minutes:

“Mr. Menin considered that the only net requirement was that a T5 Inspection Report be available at the time of “closing” and as such if none were made available our only recourse would be to take action against the (new) owner.”

If Mr. Hoffman wanted to prepare a letter to the contrary, he wouldn’t (and didn’t) object. However, when the prepared letter was subsequently presented with his name for signature (as opposed to Mr. Hoffman’s) then he did object as the issue was once again opened for (re)consideration.

Mr. Hoffman noted that he would sign the letter if necessary. Later, Chairperson Donna Clark indicated she would stop by the office next week to sign the letter.

Chairperson Mrs. Donna Clark indicated she would stop by the office next week to sign the notice.

Appointments and Agenda Items:Review of 2018 Animal Inspector Activities:

Board members reviewed and discussed the detailed report of job functions and responsibilities submitted by Louis Massa, Sterling Animal Inspector.

Discuss FY20 BOH and Animal Inspector Budget:

Health Agent Favreau presented an FY20 Budget Worksheet, noting a proposed \$750.00 increase in the Animal Inspector's salary. After discussion, Gary Menin made a motion to approve the Animal Inspector Budget and the motion was seconded by Allen Hoffman. All were in favor and the motion carried.

Mr. Favreau also presented an FY20 Budget Worksheet for the Board. He advised Board members that \$3900.00 is needed to cover the Alternate Inspector's salary for the balance of FY19.

The Alternate Inspector has needed to work additional hours due to the increased workload in the office and the unanticipated absence of the Health Agent due to medical issues. After some discussion, Allen Hoffman made a motion to approve the budget and the additional amount needed to fund the Alternate Inspector for the remainder of this fiscal year. Donna Clark seconded the motion. Clark - aye; Hoffman - aye; Menin - nay. The motion carried. Mr. Hoffman requested that this topic be an agenda item for the January meeting.

At 6:30 PM, Mr. Menin left the meeting, noting he had another commitment.

6 Fern Lane: Certificate of Compliance:

According to Mr. Favreau, there is no Certificate of Compliance for this address at this time. He spoke with the homeowner and engineer, and work is being done to get a Certificate.

All Boards Meeting 1/23/2019 to Discuss 2019 Goals:

Last year's goals were reviewed, with most having been met. Items for discussion at the all boards meeting include storage of EDS equipment and supplies, and staffing issues.

In reviewing staffing issues, Allen Hoffman made a motion to increase the budget for the Administrative Assistant from \$3,152.00 to \$4,500.00. Donna Clark seconded the motion. Unanimous vote.

Gary Menin: Follow-up with 11/13/2018 Site Visit Findings re: Campground Road & 3 Smith Ave Complaint:

Postponed until the next meeting on January 10, 2019, when Mr. Menin will be present.

Gary Menin: Follow-up Discussion of Storage of EDS Equipment and Supplies:

The Health Agent commented the storage area still needs to be done and suggested Emergency Preparedness Coordinator, Barry Lein, should provide his input including total area needed to support these assets. The topic was postponed until the next meeting.

Review of Future Agenda Items and Meeting Date:

The next meeting is scheduled for Thursday, January 10, 2019, at 5:30 PM in the Lower Level Conference Room.

Adjourn:

A motion to adjourn the meeting was made by Allen Hoffman and seconded by Donna Clark. All were in favor and the meeting adjourned at 7:04 PM.