

# **Board of Health Meeting Minutes**

*Monday – June 13, 2011*

*7:00pm*

*Lower Meeting Room*

*Town Hall*

## **I. Roll Call and Determination of Quorum**

The meeting, held in the lower meeting area of the Town Hall, began at approximately 7:05pm.

*Present:*

Ronald Cassidy, Chairman  
Stephanie Duggan, Clerk  
Holli Murray, Board Member  
Kevin Sweet, Health Officer  
Lisa Thuot, Board Member

## II. Minutes Review & Permit Approval

- a. **May 9, 2011 Meeting Minutes** – The Board reviewed and approved the May 9, 2011 Meeting Minutes as submitted.
- b. **Food Permits** – The Board reviewed and approved a Residential Kitchen Permit for Hobson’s Homemade on Parmenter Ave, and a new Full-Service Food Permit for the new ownership of the Blue Coyote, pending receipt of a completed application and fees.
- c. **Permanent Dumpster Permits** – The Board reviewed and approved one hundred and five (105) Permanent Dumpster Permit renewals for the 2012 fiscal year, pending receipt of proper documentation and fees.
- d. **Solid Waste Hauler Permits** – The Board reviewed and approved seventeen (17) Solid Waste Hauler Permits for the 2012 fiscal year, pending receipt of proper documentation and fees.

## III. Old Business

- a. **FY12 Budget Process** – The approved budget article passed at Town Meeting on May 16<sup>th</sup>. The Health Office is working to finalize payment of outstanding FY11 bills and determining encumbered funds needed to cover FY11 invoices received after July 1<sup>st</sup>. Meanwhile, a spending freeze has been established throughout all town departments. Additionally, the Department Heads’ Union Contract was signed by the Board of Selectmen – retroactive pay is in process.
- b. **Public Health Regionalization Update** – Mr. Sweet attended the kickoff meeting in May. Nine of 15 communities have fully committed to the planning process of the project. Being “fully committed”, these communities agree to be responsive to the planning process at no cost. After the planning phase is complete, communities will have the opportunity for formally agree to move forward with the project.  
  
\* A motion was made and seconded to allow the Town of Maynard to fully commit to the Public Health Regionalization Planning Process. **Motion carried unanimously.**
- c. **Green Meadow Air Quality Assessment** – Report is due out by the end of June.

## IV. New Business

- a. **Animal Control**
  - **Alternate Animal Control Officer** – Mike Silkonis is no longer able to serve as the alternate; Mr. Natoli is working to secure a replacement.
  - **Mosquito Control** – Several requests have been received for adult mosquito control; however, there is no funding available to cover additional spraying this year. There is an Arbovirus conference call scheduled for June 17<sup>th</sup>, and a mosquito tips/facts sheet has been posted on the web.
- b. **Food**
  - **Farmers’ Market** – The market begins June 25<sup>th</sup> – a blanket permit was issued to the group and Ms. Grossman has inspected/approved the list of vendors selling non-produce food items.
  - **Condiments** – Mr. Cassidy expressed concern about perishable condiments potentially being utilized on outdoor dining tables around town. Mr. Sweet agreed to check in with Ms. Grossman on this matter.
  - **Food Inspection Training Program** – Mr. Sweet and Ms. Grossman completed a 5-day pilot program designed to standardize the Mass Food Inspection program. The program was offered through the Boston University School of Public Health and funded through a state collaborative.
  - **Currier & Chives** – A complaint was received from a wedding guest at a recent reception held at the Sandy Burr Country Club, catered by Currier & Chives. The wedding party allegedly observed four raw chicken dinners and several raw potato dishes being served to guests – particular concern focused on pregnant guests. No illness was reported; however Ms. Grossman performed an emergency inspection with the chef from the event. Findings indicated that proper food safety procedures were followed. She suggested that chicken should be cooked with fewer pieces per pan to avoid crowding

and not hinder cooking. She also recommended that all pans of chicken should be tested in 2 spots to ensure proper temperature. These procedures will be posted for kitchen staff and adherence will be noted in the food log going forward.

- Blue Coyote Grill – The Health Department is still awaiting paperwork and payment from the new owner.
- Halfway Café – Pest control treatment report indicated no further infestation at this time, but repair needs were noted.
- Wendy's – Complaint received regarding an employee with chafed hands in need of medical attention preparing food without gloves. Ms. Grossman's inspection indicated that the employee developed a rash from a chemical degreaser. The employee was told by management not to handle food.

**c. Housing**

- 21 Railroad Street – Mr. Sweet and Mr. Asmann inspected the property – structurally sound, but several sanitary code violations were noted.
- 15 Railroad Street – Vendor Rent Inspection request – Mr. Sweet denied the unit for occupation due to poor condition of unit.
- 58 Parker Street – Mr. Sweet has been unable to contact the tenants.
- 29 Maple Street – Work is being done, but the unsightly exterior condition continues.
- 4 Old Marlboro Road – An elderly abuse complaint was received for the address through MPD. Elderly woman's grand niece has moved in and the interior condition of the residence has severely declined, including the addition of six cats and two dogs that are not being properly cared for. MPD issued the niece a drug citation and Mr. Sweet issued a notice about health hazards. After speaking extensively with the elderly woman, in combination with an evaluation by Minuteman Senior Services, it was confirmed that this is not a case of elder abuse. The MSPCA was also brought in to address the animal issues. A second inspection 48 hours later revealed considerable improvement.

**d. Landfill**

- Mowing – Mowing Solutions is scheduled to complete mowing by the end of June.
- Landfill Solar Project RFP – The formal request by the board for electronic or hard copies of all bid documentation was denied by the Town Administrator. Board members expressed disappointment, frustration, and concern in relation to this decision.

**e. Green Communities**

- ICF International/Stretch Code Public Forum – The stretch code must be approved at town meeting to move forward. ICF held a public information forum on June 7<sup>th</sup> to educate communities on new guidelines pertaining to the code.
- Criteria Action Plan Presentation to BOS – Mr. Sweet and ICF have begun work on an action plan to meet the Green Communities criteria. Mr. Sweet will provide a presentation of the plan to the BOS for an official vote.

**f. Solid Waste/Recycling**

- Recycling Calendars – The 2011/2012 brochures will be mailed to all households by July 1<sup>st</sup>.
- May/June Drop Offs – An average amount of traffic was experienced at the May and June Drop Off days at the DPW Garage, bringing in \$673.00 and \$898.00, respectively. The garage is now closed for the summer and will re-open on September 10<sup>th</sup>.
- Household Hazardous Waste Day – A low turnout of 57 cars was experienced.
- Mass DEP Sustainable Materials Recovery Program Grant – Mr. Sweet attended the information session and determined that there is not a lot of benefit for Maynard. The grant requires that each community develop a buy/recycle purchasing bylaw or policy and match a percentage of the money received.

**g. MRC/LEPC**

- Leadership Update – Mary Hilli is stepping down as Chairperson this year, but will remain on the board as a clerk. Deb Roussell and Kathy McMillan have agreed to serve as co-chairs.

\* A motion was made and seconded to approve the 8-member list of volunteers for appointment to the MCC/MRC board for 2011/2012. **Motion carried unanimously.**

- Shelter Communications Sub-Committee – They have completed work on their Shelter Tips brochure and will go to print in July.
- MA Responds – Issues with the system have pushed the live date further into the summer.
- 2011 Technical Assistance Review (TAR) Deliverable – The 2011 TAR information is due in July to meet the PHER Grant deliverable deadline.
- Region 4A MRC Conference – Many region volunteers attended this well-received May 14<sup>th</sup> conference at the Mass Fire Academy in Stow, MA.
- Region 4A TTX – Mary Hilli and John Flood attended this exercise with Mr. Sweet, focusing on Individuals Requiring Additional Assistance and the language barriers that can arise.
- Fire Chief Update – Captain Sullivan has been appointed as Acting Fire Chief until June 29<sup>th</sup>. An Interim Fire Chief will be appointed by July 1<sup>st</sup>.
- BPI PHEP Grant – The Region voted to concur with the grant application for 2012. Cuts have been made locally and the new budget period timetable is unknown.

#### V. New Business

- a. **Semi-Public Pool Inspections** – Mr. Sweet recently inspected the Town’s 3 semi-public condominium complex pools for summer openings. First aid kit issues have been corrected and new signage has been added regarding showering prior to and after utilizing the pools.
- b. **FEMA MOA** – The Meds for Feds program has sited Maynard as the Strategic National Stockpile vaccine recipients for the FEMA facility on Old Marlboro Road. This will in no way affect Maynard’s supply – designated staff from FEMA would pick up their supply from Maynard.
- c. **FY12 Signatory Privilege Approval**

\* A motion was made and seconded to approve Mr. Sweet’s payroll signatory privileges for 2011/2012. **Motion carried unanimously.**

#### VI. Adjournment

\* A motion was made and seconded to adjourn the meeting at approximately 8:45pm. **Motion carried unanimously.** The Board’s next meeting is scheduled for:

- *Monday, July 11, 2011 at 7:00pm*

Signed this 11<sup>th</sup> day of July, in the year Two Thousand Eleven:

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*Ronald Cassidy, Chairman*

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*Holli Murray, Member*

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*Lisa Thuot, Member*

Respectfully submitted by:  
*Stephanie Duggan, Clerk*  
*Board of Health*