

**MINUTES**  
**BOARD OF HEALTH MEETING**  
**January 23, 2014 6pm**

Members present: Linda Cocalis, Daniel Chaput, and Richard Volpe. Health Agent Alyssa Rusiecki.

The meeting is called to order at 6:00 pm.

**Part-time Inspector's Interviews – Verbal Questions (attached) to candidates:**

Engle Torres – In answer to Question #1 – Ms. Torres would figure out how to “clean” the lobsters and she would make calls to determine what to do with any live lobsters.

Question #2 – Inspector should take information, go to doctors, and inspect complainant's apartment.

Question #3 – Ms. Torres found that, working at a restaurant, money issues are difficult, and customers are there for a treat.

Question#4 – Inspector would find closing a pool on 4<sup>th</sup> of July to be a tough question but must be done, and states that depending on the date would try to find a solution to remain open.

Question #5 — Ms. Torres wants to get more experience before accepting full time job which might be a time burden.

Question#6 – Ms. Torres states that her best personality feature is her ability to speak with people and to express herself in her own way.

Mr. Chaput posed questions to Ms. Torres about her favorite subject in college. She replied that it was multi-cultural courses and learning about diversity. Classes held out in the field, studying different behaviors. In regard to internship – what was it that she enjoyed most with the Webster Board of Health? Ms. Torres stated that she enjoyed condemning a house with the cops. Her least favorite activity was filing. Mr. Volpe asked why the field of Community Health was chosen above others and Ms. Torres stated that she began to tire of occupational therapy and started onto the public health path and enjoyed all courses in that program.

Ms. Cocalis asked about long-term goals and Ms. Torres states that her “career” at Applebee's is certainly not her long-term goal and that she is currently doing low risk food inspections in Webster. She wants additional experience and to work her way up in the health field.

Christine Jensen – Question #1 – states that she is not experienced and but she would welcome training, would follow protocol and ask police advice.

Question #2 Again Ms. Jensen states that she has little experience, she is not a nurse, and would follow protocol and do an inspection. She would not touch the complainant.

Question #3 – In customer service, dealing with money issues can be difficult. Empathize and assure them that she would get to the bottom of the problem and do her best to resolve the issue for the customer.

Question#4 – When there is a public health risk, Ms. Jensen feels that there really is no choice – a shutdown is called for. Follow protocol. Consequences of illness are possibly disastrous, and must be considered.

Question #5 – A full time job is not an option at present because of small child at home. The BoH position is perfect for her at this time; and as she stated she is willing to learn.

Question #6- Her best quality is honesty – would not be swayed by personal relationships with business owners, because she is a resident in town. She knows that she will need training but feels, as a professional, that she is up for the job.

Mr. Chaput inquired about Ms. Jensen's interest in preventative health and learned that she has experience with elders in exercise at gym where she is employed and believes in physical activity as a positive force enabling less needed medication. She feels very strongly about this issue and “wishes that she could teach all seniors about keeping fit.”

Mr. Volpe learned that the BoH part time position is ideal for time management. She is no longer working at Sym's.

Ms. Cocalis was told that the candidate would not have a problem attending a 2am truck rollover. She states that her husband works for the State Police and understands, he might even have to go himself. Others are at home for child care. They went on to discuss the tornado and its aftermath. Ms. Jensen contacted all persons on the Sym's member list to enlist help for cleanup. Her part in this grass roots effort was her life's proudest moment. All members agreed that her passion for public service was admirable.

Peter Cutting — Candidate has applied for work at the Recycling Center and his qualifications are good, per Ms. Rusiecki.

Question #1 Mr. Cutting would discard lobster that remained alive – they are a liability. Any perishable materials of like nature would be a health threat.

Question #2 – Candidate would question the complainant about previous bedbug problems, their history. Urge complainant to see a physician or to go to a hospital for evaluation. If medical examinations verify a bedbug problem, a site inspection would be warranted.

Question #3 - Mr. Cutting was involved in “Stone Soup” with many trade unions present. His crew had to secure training and site administrator became hostile in regard to non-union activity. Candidate defused the situation by remaining calm and not assigning blame.

Question #4 – Mr. Cutting would notify owners of facility that the pool must be closed despite the holiday and would provide reason for this action; (i.e. health issues, mechanical problems.) He would provide options for correcting the situation.

Question #5 - Mr. Cutting asks, Is that the question? I am taking the job? The Board responds “Yes.” Then Mr. Cutting responds that a new full time position would not be accepted without a long term, up to six months’ notice to Sturbridge, before beginning the new position in Worcester, if that were the case.

Question #6 - Best personality feature is his ability to analyze a situation quickly with options for action to follow. He also feels good about his ability to communicate with people.

Mr. Chaput asked about experience with environmental issues. Mr. Cutting’s GIS experience is limited but there is basic understanding.

Ms. Cocalis asked if the inspector’s position availability was known to the candidate. She asked if there is a specific passion for public safety in an inspector’s capacity. The candidate stated that he has some overlapping experience and feels that he has been on this path already. He does actually enjoy this process in all applications.

Kevin Christo - Question #1 – Candidate would impound and destroy all living lobsters. State authorities must be informed and take instruction if provided. Care to be taken that no lobsters be sold to restaurants or be privately consumed.

Question #2 – Candidate would politely advise, since he is not a medical professional, that the complainant visit the doctor for evaluation. Inspection should be undertaken. If there is a test to be utilized – do so.

Question #3 – Mr. Christo’s most difficult situation was being a full time care giver to his elderly mother. Having to institutionalize his mother was very difficult for him.

Question #4 - Candidate would close pool if necessary despite the holiday date. He would ask Health Agent’s guidance prior, however.

Question #5 – A full time opening is not what Mr. Christo is seeking at this time. He likes the location of Sturbridge because of its familiarity and proximity.

Question #6 – Mr. Christo states that his strongest virtue is in being a good listener. He feels being able to communicate as a result is most desirable.

Mr. Volpe learned from the candidate that he is Serve-Safe qualified. Specific items such as ice safety in a bar were discussed. Ms. Cocalis asked about Mr. Christo’s food experience and learned that he has worked in the industry from when he was a dishwasher at the Publick House in the ‘70s to when he worked at Foxwoods as a bartender.

All applicants have now departed the meeting. The matter of discussing the Inspector’s applications is put in abeyance until later in the meeting.

**Variance request, water secondary tests elevated, (Fe) - 16 Eastern Ave. owner, Brian Trifone.** 2nd round of testing - engineer told the Agent that the first test had elevated levels of Aluminum because of byproduct from well installation process. Second round passed testing, but iron is elevated. Radon is present but at acceptable level. Variance needed for iron. Ms. Cocalis states variance should be granted - motion seconded, (APPROVED 3 – 0). Residents must be made aware of presence of radon and iron.

**Variance request, 413 Main St. "Jimmy D's Ice Cream Shop; no outside grease trap at a new full-service restaurant.** Onsite inspection was done. Plan needs revision for compliance with building inspector. Variance needed for outside grease trap. Mr. Dhembe, who was present, states that he will provide soups, salads, sandwiches - no frying. Inside grease trap is to be cleaned every 14 days. He is aware of requirements. Mr. Chaput asked if there is a need for record keeping on volume of grease removed. He was assured by Ms. Rusiecki that this is true - regulations state that daily records be kept, observed and noted. Ms. Cocalis made a motion to accept variance as requested. Mr. Chaput seconded. APPROVED (3 – 0). Ms. Rusiecki reminded Mr. Dhembe that his plans must be approved by both the BoH

and the Building Inspector and that both offices are looking to review the same plan. Mr. Dhembe will follow the instructions of the Health Agent and the Building Inspector.

**Pools** - Ms. Rusiecki attended an inspector refresher course with Pete Wheeler, the state inspector. Hopefully, Mr. Wheeler will come and work for a day with the newly hired inspector once he/she has begun service.

**181 Shepherd Road** - No new letter drafted as yet, per Ms. Rusiecki. DEP wants a specific letter directed to them. Since there is non-compliance from Mr. Pelletier this may be prudent to make this complaint about lacking inspection to DEP. Ms. Cocalis stated that the Board of Health should lodge a formal complaint about the lack of complete information by the private Title 5 (Rob and Ron Barnes) company. She agrees that a formal complaint to DEP would be appropriate. A motion for this action was made and was seconded by Mr. Volpe; APPROVED, (3 – 0).

**214 Charlton Road** – The project Engineer was put in contact with DEP and told that 20 or less patients per day did not meet the requirement for a Public Water Supply, (PWS). There will be no DEP oversight; it is deemed a personal well; however, this is a DEP decision, and not a Board of Health decision.

Ms. Rusiecki states that no further information (pre-construction requirements, tests or plans) was received from **Hyland Orchard's** contractor, David Kaitbinski. Mr. Volpe states that Mr. Kaitbinski contacted him and stated that he was held up by BoH, was very angry. Mr. Rusiecki reminded Mr. Volpe that this has been discussed and that NO construction is possible in frozen ground, and stone must be double washed, and that does not happen in the winter season. Mr. Kaitbinski has been paid in full by the owner so his complaints appear quite baseless. Mr. Kaitbinski has yet to supply the requirements to the Board of Health for initiating this project. Mr. Kaitbinski has yet to supply the office with a sand sample and correlating sieve test by an approved lab and he has yet to supply the office with a schematic and construction schedule for the soil absorption system. Upon receipt of those three items, Mr. Kaitbinski is allowed to perform the following tasks of the installation at this time, without any waiting: 1). Installation of the tanks and pump chambers, testing of the water-tightness of said tanks and chambers; installation of pumps and alarms and electrical service for pumps; installation of delivery line to system; installation of downslope fill and grading; and stockpiling of fill. None of these activities have occurred, and the lack of occurrence has nothing to do with the Board of Health or its Agent.

**20 Finlay Road** – Incomplete septic installation, by Kaitbinski Construction; the large hole is still open, last visited January 14<sup>th</sup> by the Agent. The hole has been open since Dec. 11. The 20x60ft open hole, with water in the bottom and over six feet deep at one end, is a constant danger. Per agreement of the Board, the annual septic installer's permit for 2014 will be held until the pending requirements of the last item (Hyland septic) and this item have been met.

**136 & 138 Podunk Road** - Failing tight tanks, draft plan received, but not a complete submittal. Ms. Rusiecki thinks a strong letter is needed asking for the submittals stating that the Board, if documents are not received, then we will proceed toward condemnation of the properties.

**Local Well regulations review:** (Continuing) Mr. Chaput researched Ipswich and Essex for comparison and found insufficient similarity. He feels that the website may be at fault and will confer further with Ms. Rusiecki in the coming days. Mr. Chaput has primary and secondary contaminant list that was needed available to the Board, at a previous meeting.

Ms. Rusiecki sent questionnaires regarding changes to **Title 5** to about ten local designers and all of our installers. She received only 1 written response and 1 verbal. Mr. Gobi of W.Brookfield, in his response, did reiterate that Title 5 does, indeed, prohibit excavation/installation in frozen ground. One installer who responded said that a perc test under the local cutoff, might take three hours, while, if the regulations reverted to the state perc rate, the perc test might take six hours out in the field to accomplish. The Agent wants the Board to understand that there would be further burdens on her time if the perc rate was changed to the State Code, and that, as the only one full-time employee, that an expanded perc rate would essentially slow down all other tasks in the office; as it stands now, she can accomplish a perc test, and still have half a day in the office to address other work.

**94 McGargle** - the attorney has recorded deed restrictions.

**Administration:** Ms. Cocalis asked about annual permits - "are there outstanding permits still needed from last year?" Ms. Rusiecki did not have number at hand, but distributes a list permits that cannot be issued because of "hold for taxes owed," per the Tax Collector's office. The Administrative Assistant is still working on these permits.

The Region 2 meeting took place, today, 1.23.14-region re-districting was discussed and the result may be that Sturbridge may, indeed, receive less funding.

The Senior worker-volunteer, for recycling collection, seems to be no longer available. He performed a huge, difficult job of hauling heavy cardboard and other recyclables to proper bins from the Town buildings to the Recycling Center. Now, John Booth and one other DPW worker are performing this duty every other week. It was suggested that one of the recycling center job applicants who was not hired might perhaps want to do this small project, if funds for this are available. Mr. Chaput immediately suggested that this job might fall to Town Custodians or the waste hauler company to which the Town subscribes. The Agent states she wishes to be a good steward for recycling and Ms. Cocalis states that there is good revenue on cardboard and labor cost might be negated. DPW handling this job was also suggested, though this is probably not a viable final solution. Mr. Chaput suggested that Town Administrator Shaun Suhoski be contacted as well as presenting this issue to the Selectmen for discussion and ideas in order to take it off of the Board of Health's plate of concerns.

Ms. Rusiecki stated that the new assistant at the recycle center began work on 1.22.14 and the clerk started 1.23.14. She herself will not be in on 2.12.14 and will be using comp hours on the afternoon of 1.30.14 as she will be attending an MRC meeting on behalf of the sub-region in Region 2. She also has 4 weeks of vacation time usable by November 1st and will advise about usage at a later time. There was no concern raised by the Board of Health members.

Ms. Rusiecki also stated that she has four sets of minutes available. The Personnel Board meeting has been postponed with no re-schedule date at present. The GEO-TMS permitting software appears to be cumbersome, and since our part-time assistant has started all of the annual permitting manually, there has not been time to start learning or inputting into the GEO program.

In regard to Ms. Rusiecki's annual personnel evaluation, she asks that at least one member of the Board co-ordinate with the Town Administrator on this in future. Ms. Cocalis asked who would do this and Mr. Chaput agreed to email the Town Administrator on this matter.

Ms. Rusiecki states a need for better accounting of income. Using Quicken and Excel both was suggested, as Dan had supplied the assistant with a format in Excel. Findings show income based on tags was \$27K for Permits, \$13K for Food and F/Y \$30K for licenses. Moneys are received for a particular F/Y sometimes before that year begins or after it ends and these funds are often tagged incorrectly. Noting actual payment dates in Excel might be useful. All present agreed that this solution would be a good one. Mr. Chaput had already suggested a system that is not being used by the office Assistant. Mrs. Cocalis will interpret the information provided by the assistant, speak with her, and report back at the next meeting.

Minutes: Accepted with minor typographical changes January 6<sup>th</sup>, 2014 et al.

**Correspondence:** Ms. Cocalis read an invitation from Harrington Hospital for 2.17.14 in their conference room to discuss a community "Healthy Hearts" program. The towns of Charlton, Southbridge and Sturbridge would have representatives present for a light meal and sharing of ideas. They wish to soon increase the outreach to Spencer, Dudley and Webster. Mr. Chaput states that he will be in attendance. Ms. Rusiecki stated that Dr. Faizen had mentioned a "Healthy Hearts" district to the Board of Health when he wished to promote bicycle paths. At that time, as well as now, there are not enough hours in the day for one full-time employee to take on all of these projects within the Board of Health department.

**Old Business** - 31 South Shore Road - Conservation Commission held their meeting and they did an enforcement order and we now have permission through TA Shaun to arrange a joint meeting of the BoH, the Conservation Commission and the Town Counsel. Ms. Cocalis will work on an agreeable schedule.

**New Business** – The Town Report is due February 7th and Landfill/Recycling Annual Report due on February 15th. Ms. Rusiecki is working on both presently. Re: Landfill "Clean wood" roll-off - DEP information appears to be

erroneous per Ms. Cocalis. Wood report numbers may be questionable, DEP feels that it is less than C&D but Ms. Cocalis states that number is correct because of roll-off. Ms. Cocalis states that she contacted the state and spoke to the person whose report stated that the Sturbridge Landfill would be closed in 2016. She asked where this information came from and was told that the Worcester DEP provided it. Ms. Cocalis said that since Sturbridge handles only 405 tons per year, there should be 15 more years remaining for usage of the present landfill. Perhaps this information emanates from a recent inspection of our facility by DEP. She told the state DEP representative that although there appears to be an expiration date of 2016 that is not the determining factor - tonnage determines usage term of the landfill. She told the DEP representative that based on current usage 2029 would be the likely time for our landfill to be closed. Ms. Cocalis heard from Irene Condon, a consultant with DEP that there is a "pat on the back grant" forthcoming which would greatly help the recycling center with the purchase of new equipment and refurbishing of old equipment.

**Cont. (Inspector Candidate Discussion):** All members reviewed answers to questions emailed to candidates. Ms. Cocalis states that anyone can be trained to perform the necessary duties. Board members discussed TA Shaun's interview with candidates with Ms. Rusiecki who was present for the interview; Mr. Suhoski provided his ranking of the candidates to the Board, as a courtesy. Mr. Suhoski's top two candidates are Peter and Christine. The Board evaluated each candidate and stated that Ms. Torres showed compassion for individuals; Ms. Jensen showed passion regarding the tornado volunteers. Mr. Volpe was concerned that Mr. Cutting's resume showed great variability. Ms. Rusiecki stated that that could be an asset as well; his familiarity with construction details would be helpful in housing inspections and lead paint. Both Engle and Christine stated that their most difficult professional issues dealt with money. Mr. Cutting related his experience working with variance contractors on a volunteer weatherization project, and that communication was the solution. Kevin Christo's answer to this question was totally personal as opposed to keeping to work-related issues.

Ms. Cocalis suggested review of candidates' responses during the upcoming weekend while Ms. Rusiecki continued to score responses as well. Mr. Chaput felt that Engle Torres and Kevin Christo are top contenders, Mr. Volpe agreed about these two individuals being his top choices. A question arose about the new inspector's access to a computer – does he/she get one for their use? It was determined that one of office computers would be used by the inspector. Ms. Cocalis states that there is a computer IS available but Ms. Rusiecki stated that this laptop unit is cumbersome and does not have an accompanying Wi-Fi attachment, so it is best used in the office. The new inspector would use table in the appropriate office – checking in each morning and inputting reports as needed, addressing any current complaints or issues and working under the direction of the Health Agent.

All agreed to come to a final decision on whom to hire for the inspector's position. Ms. Rusiecki stated that she wished to provide her input and when the members agreed to this, she stated that Peter Cutting was her choice. Her reason was his strong ability to communicate and to interact with business owners on enforcement issues. Mr. Volpe agreed that Mr. Cutting is very professional but he has concerns about this individual staying in this position, possibly leaving for something better. Ms. Rusiecki reminded the Board that she had been told by Ms. Cocalis that there was faith in her decision making ability. Mr. Chaput asked how Ms. Rusiecki felt about the other candidates. She felt that Ms. Torres might not be able to be strong enough in enforcement scenarios and that Ms. Jensen is lacking in overall pertinent experience. Mr. Chaput shared the concern about Ms. Torres but stated that she might be able to "grow into" the job and felt that her statement about closing pools when necessary was quite appropriate. Mr. Volpe stated that Peter Cutting has had many interviews and honed skill in so doing, while Ms. Torres is young and not as familiar with the interview process. Ms. Cocalis stated that Kevin Christo liked the part time status of the job, and that he is Serve-safe qualified. The Board agreed that all candidates seem capable and would be after the pre-qualifying process done by Ms. Rusiecki. Ms. Cocalis states that she does not have a personal friendship with any of the candidates, but met two interested parties at a meeting and in the process of casual conversation discussed the possibility of his coming to work for the Board of Health if a job opening occurred. Ms. Cocalis brought up the fact that the new inspector, no matter who that might be, would be trained. She added that a commitment of specific time would be promised. Training is costly and a commitment agreement should be put in place. Mr. Chaput wonders how the Town could be reimbursed if the employee did leave after only a short term, possibly docking final pay? When asked how much training would cost for someone new, in the first year, Ms. Rusiecki estimated \$500. The Board agreed that a commitment agreement would be beneficial. Asking for a year's continued employment would be an appropriate request for the future. A "probationary period" should be mentioned to new employees stating that the Town must be protected for its investment. Mr. Chaput asks if there is a mechanism to ask for training re-payment at this time, because the revised advertisement clearly stated that the applicants would be trained. The Board agrees that there is no process at this time to ask for re-payment. The Board members stated that their preliminary two top candidates are Engle Torres and Kevin

Christo. Ms. Cocalis would pick Kevin Christo but suggests that the entire matter be held in abeyance until the next meeting. It was agreed that this matter would be first on the agenda at the February 3<sup>rd</sup> meeting.

Motioned to close the meeting, seconded; APPROVED (3 – 0).

Adjourned at 9:45pm  
Respectfully submitted,

Alyssa Rusiecki  
Health Agent

## **VERBAL QUESTIONS TO BE ASKED AT THE BoH MEETING BY THE BOARD OF HEALTH MEMBERS**

### **for Part-time Health Inspectors' Interviews**

**Thursday, January 23, 2014**

1. It is 2AM Saturday morning. The Police Department calls. There was a truck roll-over on Rt. 84; crates of lobsters have broken in the overturned truck body; some are on the pavement. It appears some of the lobsters are still alive. What do you do, and why?
2. A visitor comes into the office and has asked you to look at insect bites on his torso? He is convinced they are from bedbugs at a local hotel. What do you do, and why?
3. Tell us about the most difficult situation that you've been in, either as an inspector, enforcement authority, or customer service representative, and how you handled it.
4. How would you handle closing an outdoor pool, at the most popular hotel in town, on July 4<sup>th</sup> weekend?
5. Six weeks after taking this job, you are offered a full-time inspector's job with the City of Worcester. What is your response and why?
6. What is the **one** most important feature of your personality that makes you a good fit for this position?