

**MINUTES**  
**STURBRIDGE**  
**BOARD OF HEALTH**  
**NOVEMBER 17, 2014**

**Present:** Board members: Linda Cocalis, Richard Volpe, and Sandra Fallon. **Also Present:** Health Agent Alyssa Rusiecki, Clerk Lynne Girouard. Leonard Jalbert, PE of Jalbert Engineering and Cindy Howard of the Center of Hope, Southbridge.

Linda Cocalis opened the meeting at 5:02PM

**Approval of Meeting Minutes:** November 3, 2014 minutes in abeyance until next meeting.

**HEARING: Request for Variance-320 Main Street, Sturbridge The Emporium/ Hope Sweet Hope**

- Mr. Jalbert, PE of Jalbert Engineering representing both the applicant, Cindy Howard, of the Center of Hope, and the owner, Laurie Boniface, 320 Main Street, is requesting a variance request for the need of expanding the existing septic system for the proposed candy making business. The Agent stated that it meets the criteria for an expansion but that Mr. Jalbert has some information to present. Mr. Jalbert states that the original design criteria overestimated the square footage of the floor plan and he presented the criteria and he has certified that the extra potential 100 gallons from the sanitization process required for the food-service permit for the fudge-making would be allocated into the system without requiring an upgrade. Linda Cocalis made a motion to grant the variance to accept the existing septic system as certified by Mr. Jalbert; Rich Volpe 2<sup>nd</sup> the motion All in Favor 3-0.
- Linda Cocalis made a 2<sup>nd</sup> motion to grant the variance and allow the install of an Interior grease trap for the establishment that will just be making fudge. The grease trap must be cleaned, logged daily and reported to the BOH on a monthly basis. Rich 2<sup>nd</sup> the motion All in Favor 3-0.

**OLD BUSINESS**

- **181 Shepard Road** to be discussed at the next BOH Meeting on December 1 , 2014 in Executive Session due to litigation. Linda will forward the email to the Board members and the BOH Agent.
- **31 South Shore Drive** has been put in abeyance until the next BOH Meeting on December 1, 2014.

**NEW BUSINESS**

- The Health Agent's routine annual Performance Evaluation is to be reviewed by the Board and ready for comment by the next BOH Meeting. Rich stated that the goals need to be more tangible. Linda stated that 'each of us individually needs to review the goals and make any needed changes'.

**AGENTS REPORT**

- XTra Mart – expansion of food service permit. Dawn to follow up.

- Permitting Program Geo TMS has been sold, and our inquiries have not been answered, so Lynne will be doing the renewals by paper copy this year, as usual.
- Inspecting Program “WInWam” \$5,800 not including the hardware. Alyssa will work on it for Betterment Budget. Along with the trash recycling receptacles and walkie talkies.

## **INSPECTIONS AND TASKS**

- **Balusters and Railings at the Host Hotel** Paul Halfmann, Assistant Director of Community Sanitation at the Department of Public Health, (DPH) confirmed that the Building Dept. should do their own report and Order regarding their findings during their inspection. Linda asked the Building Agent if he was going to write up the violation and he said he would not the railings and baluster because it was grandfathered in.
- Linda sat in the meeting that was called by the TA, which included the Building Inspector, Fire Inspector and the Health Agent to go over the details of the Hamilton Inn inspection, which resulted in the Fire Marshall closing the building. There was discussion of the Codes (Building, Fire, and Health) and the relationship between them. It was stated that some of the conditions require a 24 hr. fix under the Housing Code, and some conditions are allowed 30 days to fix. Regarding the joint inspection at the Hamilton Inn, the parties had congregated in the Building Dept. and Alyssa was encouraged to close the establishment. We can as BOH close under the other Dept. Codes, but the other pertinent Departments were present, so the BoH was not obligated to close the building under the housing code. Dawn had inspected the property in June and the same problems existed under the Fire Dept. jurisdiction. Due to owner negligence, they have to find a place for the occupants to live while the establishment fixes the issues sited. The Chairman investigated and found that The Hamilton Inn has not been inspected by the Building Dept. in over 3 years according to Building Clerk Leslie Wong. The Chairman stated that for the record the BOH should be included to attend any internal staff meetings. The BOH Committee is the Dept. Head under the law.
- **Handouts:** concerning **Hamilton Inn** Health Agents Report, Board of Health Order Letter, and Intermediate Letter in list form for the Town Administrator, Letter and voice mail memo from Paul Halfmann. Alyssa and Dawn will be meeting with the Building Inspector to follow up.
- **110 INSPECTIONS** 110 Inspections are required safety inspections done by the Fire and Building depts. And they have asked that our inspector accompany them. The Board agrees that it is not smart/efficient use of our time.
- Dawn Toon Health Inspector should be able to do 15 inspections per week. Alyssa will be putting a time frame on each establishment (twice a year rotation). The Board agrees that once we are caught up, Dawn and Alyssa will do a re-order (place a time frame) on the list and prioritize.

## **TITLE 5 & WELLS**

- **Title 5 Regulations** Alyssa reviewed and highlighted draft changes to the local regulations in addition to Title 5 for the Board to review preliminarily. Alyssa noted that originally, these regulations were done quite well, and that while some of the conditions can revert to Title 5, there is some good

administrative information in the regulations that should be kept. Alyssa has been working on this over the last 3 years, the Board states that Alyssa has done a good job with the draft version.

### **COMMUNITY HEALTH**

- Salmonella Case , Being followed by our RN Cheryl Rawinski

### **INTERDEPARTMENTAL REVIEW**

- 36 Mt Dan Rd (garage) NA on Sewer

### **REGION 2 AND EMERGENCY RESPONSE**

- Next meeting December 4, 2014 Region 2
- Alyssa working with Regional EP Planner

### **RECYCLING PROGRAM**

- **Town Building Recycling Program** We started the RC program within the Town buildings with a senior worker who is responsible for picking up the recyclables from the Town Buildings. The Board states that it is not Alyssa's responsibility to get involved in the bid process for Building Operations. The TA has asked Alyssa to get involved in the bid process for the Town Buildings. Alyssa did give her some information on this project.

### **RECYCLING CENTER/ LANDFILL**

- **6:40 PM Irene Condon from DEP** 3 years ago we started the PAYT the account now has approximately \$54,000.00. When we reach the closure amount, the BOH would like to use that money in the future for needed Equipment at the Recycling Center.
- The BOH has been Invited to the annual celebration/meeting to receive our Recycling Award SCRAM (Genny Belaforte has been instrumental throughout the years in this program) Alyssa will be attending this event. This is a new DEP Grant Program, Recycling Dividends, and the Town of Sturbridge will receive an award on Dec 18<sup>th</sup>. The Town has received the most points statewide 16 out 20 possible points. To increase our points, we need to open our facility to the surrounding towns to obtain 120 more households to increase our \$ per point. Right now we are at \$200.00 per point we can possibly jump to \$400.00 per point. Linda requested a draft press release which we can work on, from Irene concerning our Grant status for the paper.
- **CHARM** facility anyone can use it you charge a nonresidential fee
- **Organics** waste ban went in effect on OCT 1 ,2014 facilities must generate 1 ton a week of food waste
- **Small scale** grant goes by the population of the town and has to be used by June 30<sup>th</sup> 2017?
- **Dividends** grant can be saved and rolled over year to year.
- **Composting Kitchen Buckets** No meat and dairy unless it is going to a farm.
- **Stickers** Mail blank hang tags (sample given) to all the households in Sturbridge; mail an education piece also.

### **ADMINISTRATION**

- **DEPARTMENT HEAD MEETINGS:** Linda stated that Alyssa is not allowed to go the meetings for the Board, who is the department head.

**NEXT MEETING:** Monday, December 1, 2014 at 5:00PM

Linda Cocalis made a motion to adjourn Meeting at 6:55PM.

Respectfully Submitted,

Lynne Girouard  
Board of Health Administrative Assistant

Reviewed: 12/1/2104 Meeting

Approved: LC, SF, RV