

BOARD OF HEALTH MINUTES

September 9, 2015

The meeting was called to order at 7:05 p.m., present were Thomas Klem,(TK) chair, members Elisabeth N. Brewer (EB) and Cynthia C. Hill (CH). Also present were Julia Junghanns (JJ), Director of Public Health and Patti White, Department Assistant.

7:05 p.m. Public Comment- there were none

7:05 p.m. **Review of Draft Wayland/Sudbury “Mutual Aid Agreement among Public Health Agencies in Emergency Preparedness Region 4A”- Bill Murphy (BM), Director of Public Health- Sudbury**

The document presented was a draft of a document that was created by the State for communities to use for assistance in the case of an emergency and there was need for Professional Assistance. The Town of Sudbury Health Dept. does not have a “second in command” to take over when the Director is unavailable and this would allow Professional Assistance for both towns in times of need.

The legal offices for both Towns have reviewed the document, now the two Health Boards need to review and then it will go to the Boards of Selectmen for both towns for final approval.

TK: I have concerns regarding the financial reimbursement, regarding record keeping.

CH: check with the Fire/Police to see how they handle mutual aid record keeping

TK: Are the requests for assistance done verbally? BM- we would create a form to be scanned or faxed and sent quickly to request assistance.

TK: Are there financial limitations? Will items used (eg: vaccine) be replaced or restocked? The wording in #2 of section 6: limitations; doesn't seem to read clearly, can this be rewritten?

BM: I will work on rewording the paragraph.

JJ: the document was reviewed by the Fire Chief who is very familiar with MAA's and he said it is a good draft agreement. The language provides a lot of flexibility for both towns to tailor the agreement to the situation and what is needed.

Both JJ and BM feel that since Wayland and Sudbury are such similar towns it makes sense to have a formal agreement. Most situations that we would encounter would be likely for a restaurant fire or an inspection needed if one of us is out of town or on vacation.

The Board feels the term of 10 years is a bit long, and requests it be revised to 5 years.

Bill will make revisions, to be reviewed by both Town Counsels and then JJ will go before the Sudbury Health Dept.

7:30 p.m. **Review and discuss River's Edge BOH Memo dated May 13, 2015, Request to revise memo from Rebecca Stanizzi (RS)of Rivers Edge Advisory Committee.**

Julia has reviewed respective relevant sections of the RFP that was posted on the Town Procurement Website. The original BOH memo is part of the RFP. The email from RS was asking for the BOH memo be revised based on an email from Kevin Brander of DEP and what he is recommending, the request is for clarification of the testing list, what has been tested and what is being suggested and the requirements for the two lists.

Testing results from Tighe and Bond regarding metals testing is outlined in a letter regarding Manganese, Mercury and Arsenic that were found in elevated levels (testing for items in column 2).

The Tighe and Bond report and letter dated 9/2/15 was reviewed. TK: the T&B report says that the levels are high, for Arsenic and Manganese but they will not be pulling water from this area for drinking so there is not a problem. Mercury was tested but was not found. The state had requested to have a current testing for metals on the site, due to an old report had been referenced, they thought mercury was reported, but when researched no reports reflected a result with mercury.

TK: does the town test the water at the town wells for Manganese/Mercury and Arsenic? Julia has presented a pamphlet that is sent out to residents that reports what metals/chemicals the town is testing the water for.

CH: how do we know if the metals found are not migrating to the town water wells?

JJ: there are tests that are done at the town wells, not sure of the frequency.

EB: when the soil is dug for the construction where will that dirt go? CH: the soils there are from the DPW it is unknown where the soil originated. What does SLF mean and what about the high arsenic reading? What do we know about this?

TK: when the groundwater permit is requested, testing will be done by the contractor. We have testing results from when the septage plant was open and testing was done.

CH: now that the RFP has been posted, do we still need to revise the letter?

JJ: need to find out what SLF means that is in the current report, and look into getting more information on the testing results and the Arsenic/Manganese levels that were detected that exceeded standards.

Tk: current testing for column 2 old testing for column 1. CH: should independent testing be done?

Jj: the board has the ability to vote to hire a consulting co, if they feel it is warranted. We would have to look into who could do the work, costs, etc. If we don't feel we have enough results for testing, we can request additional testing, sometimes requiring the owner to pay for additional monitoring.

Ch: should we do additional testing?

Tk: the memo mentions high levels of manganese and arsenic.

JJ: make sure we are getting timely copies of any testing that is done on the site. We can request that whomever is doing the report come to the BOH to explain the testing report.

CC: when we are meeting and discuss items sometimes after meetings ideas come up. Should we wait until the following meeting, so we can think it over, and then allow feedback from other board members?

TK will make changes to the memo as requested by RS, and make the changes the board has discussed regarding testing and additional questions.

8:25. P.m. **Review draft medical marijuana regulations, Marijuana Regulations from other Towns, and samples**

The chair has asked that this item be tabled for a future agenda, he would like more time to review the documents presented for review and discussion.

8:30 p.m. **Health Director Performance Review**

The review form is being prepared by the Chair. The draft of the document has been presented for review and discussion.

Critical #1- Oversees the application and adherence to Public Health, sanitation and environmental laws under the jurisdiction of the Board of Health:

JJ: agrees

Critical # 2- Oversees the Public health Nursing and Community Health Nursing programs:

TK: Felt long-term substitute nursing issue should have been communicated to the board sooner.

JJ: HR Director informed at start of school year, we were told no solution to salary issue.

Once leave extended; salary situation extended. HR re-approached, created a solution which was recommended and then brought to the board.

TK: Back pay solution brought to BoH; seriousness of situation not fully understood.

JJ: recalls agenda item discussion was rushed; board did not support recommendations and there were time constraints with other items. The board voted not to support the solution. The board reconsidered and the sub nurse rescinded her resignation. We have been working with HR Director on a permanent solution.

Critical element # 3- Compiles agendas and arranges meetings for the Board of Health, acts as the representative for the Board.

JJ: Comments re prep of board packet material and e-packets occurred outside the scope of performance review period and will be part of next year's review.

Critical Element # 4- Manages administrative functions of the public health office to include, but not limited to budget, personnel, BOH administration reporting requirements and related matters.

TK: disagreed with decision to seek a trainee for the Health Agent/Sanitarian position; felt not in best interest of the dept., too much work required to get proficient.

CH: felt applicant was too young, no experience.

Health Director: Met with the Board and the HR Director, explained training required to use this approach as well as the past usage of the approach (JJ was a trainee under S. Calichman). Support was received by both to proceed with trainee approach. I recruited a Health Agent/Sanitarian through networking at DEP seminar; the trainee was never hired, so moot point.

Critical Element # 5 Outreach- meeting with citizens, contractors and acting as contact person to agencies overseeing public health matters.

JJ: agrees

JJ: Felt that comments and discussion focused on only 2 items, not reflecting a full year snap shot of day to day operations of the department, overall performance, or office management. Always open to receive comments, feedback and constructive criticism to improve our systems and operations; the discussion focused only on two items that were presented as negatives.

TK: Explained that the two items were highlighted in the discussion tonight to go over them; did not mean for the review to be communicated negatively.

JJ: Requested that TK review the director's reports from the past year along with the annual summary I put together, which reflects the work of the department. This information shows the production/efforts of the Health Department even with a FT Health Agent vacancy for 10 months. All field work and septic/building reviews done only by Health Director in addition to management of the staff and direction for the office. There was feedback from the Town Administrator on my performance, was this information received or included?

CH: TK and I have put a lot of work into this report.

JJ: Did all of the board members contribute to the report? Requested that the full Board be included to provide comments/feedback for the year.

EB: Report as presented seems negative and she had not provided her feedback for the review yet. Felt that the Director has done a good job, works hard and that needs to be communicated and in the review.

The 5 elements have been reviewed by the Board (as attended).

9:45 p.m. **Concussion Awareness Discussion and update from meeting with Jessica Brodie- Recreation Director**

BOH to continue item at a future meeting

9:46 p.m. **Approval of minutes of April 22, 2015 and May 13, 2014**

TK: Motion to approve minutes of April 22, 2015 and May 13, 2015 as submitted Second EB vote 3-0

General Business

The Bills have been approved.

The Directors Report has been reviewed.

Future meetings will be planned for: September 30, 2015, Monday October 19th, November 4th, November 18th
December 2 and December 16th.

10: 10 p.m. TK: Motion to adjourn; CH: second VOTE: 3-0 all in favor

Respectfully Submitted,

Patti White
Department Assistant
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APPROVED 110415