



TOWN OF WESTBOROUGH MASSACHUSETTS

BOARD OF HEALTH

FORBES MUNICIPAL BUILDING
45 WEST MAIN STREET, SUITE 25
WESTBOROUGH, MA 01581-1916

TEL. (508) 366-3045
FAX (508) 366-3047

BOARD OF HEALTH MONTHLY MEETING

Tuesday
January 17, 2012
Forbes Municipal Bldg., Room 24
5:30 p.m.

AGENDA

1. Minutes of Meetings (10/18/2011 and 11/15/2011)
2. Director's Reports (Nov. And Dec.)
3. Sanitarian's Reports (Nov. and Dec.)
4. Health Inspector's Reports (Nov. and Dec.)
5. New Business
 - A. Acacia Functions - Duc Truong and Lesa Tu - Discussion - 5:45 p.m.
6. Director's Issues
7. Adjourn



BOARD OF HEALTH

TOWN OF WESTBOROUGH MASSACHUSETTS

FORBES MUNICIPAL BUILDING
45 WEST MAIN STREET, SUITE 25
WESTBOROUGH, MA 01581-1916

TEL. (508) 366-3045
FAX (508) 366-3047

Minutes of Board of Health Meeting January 17, 2011

The regular Board of Health meeting was held on Tuesday, January 17, 2012, in room 24 in the Forbes Municipal Building. The meeting was called to order at 5:30 pm. by Chairman Federici. Those present were Members Ehrlich and Walsh, Director McNulty, Sanitarian Baccari and Inspector Gilchrist. Bills and payroll were signed.

Minutes of meetings held October 18, 2011 and November 15, 2011, were approved.

Director's reports (November and December) were discussed and approved.

Sanitarian's reports (November and December) were discussed and approved.

Health Inspector's reports (November and December) were discussed and approved.

NEW BUSINESS

Acacia Functions (Indian Meadows) – 5:45 P.M.

The Board met with Tom Truong and Lesa Tu, Duc Truong, owners/managers of Acacia Functions, and Ken Koury, manager.

Director McNulty said the Board asked the owners to come to this meeting due to numerous poor inspections reports over the past couple of years. Most of the violations involve cleaning issues and rodent problems. The owners were instructed to present a plan to the Board outlining their schedule to address these issues.

Mr. Truong said a pest control company has been hired and a Standard Operating Procedures (SOP) has been prepared by a consultant.

Director McNulty said he had talked to the consultant approximately one week ago who said he has had only one meeting with the owners and still does not have a contract

Ms. Tu said the consultant told her to contact him at the end of the month to schedule training for the staff. She has trained the staff herself in the interim and is following his guidelines. Every day there is a function, they follow the consultant's guidelines.

Responding to a question from Member Ehrlich, Ms. Tu responded that there is a core staff that consists of the kitchen staff (3).

Mr. Truong said they had to fire their main chef because he was not following the cleaning plan. They have two interim chefs now.

In response to a question from Chairman Federici, Mr Troung said that all the staff is per-diem; business is very slow.

Ms. Tu said after every function, she makes sure that the facility is cleaned and looks like it did before the function; she reinforces the plan.

Chairman Federici said that past practices at this facility are not okay and something needs to be done. It has not lived up to the Board's expectations. The Board of Health has a responsibility. You were brought in here a year ago to have these same problems corrected. Even after a year, there is still a rodent problem. You're not trying hard enough and it's not okay.

Mr. Koury said when the health inspector comes back, she will see a difference.

Mr. Troung said they follow the checklist in the back of the plan that is very extensive.

In response to a question from Member Walsh, Ms. Tu replied there is a brunch every Sunday and there have been five functions since the plan was put in place.

Chairman Federici said she wants a copy of the cleaning log after every function.

Mr. Koury said he is in the restaurant everyday whether there is a function or not.

Ms. Tu said we are trying very hard.

Member Ehrlich said he is willing to give them more time to see how this progresses. The owners are to work with the BOH staff and he wants an update next month.

Chairman Federici said she wants copies of everything after every event and she wants to know exactly what is going on. The owners have been given a lot of time and are walking a very fine line. You need to get rid of the rodent problem and get the place cleaned up or we will take action. Take advantage of the slow time.

Member Walsh said he was concerned as well. This does not reflect well on the Town. We want to see improvement and to have these issues taken care of.

Director McNulty commented that the plan is a basic checklist to help clean the place better, but it does not have a management component. Who is responsible for implementing the plan? Someone has to be responsible.

Ms Tu said she does the follow-up and will not sign off until she has done an inspection. This is done right after an event.

An inspection of the facility will be conducted by the Health Inspector before the Board's next meeting.

Chairman Federici said she wants the owners to attend the Board's next meeting in February.

Discussion ended 6:15 pm.

DIRECTOR'S ISSUES

There has been no shelter meeting yet.

A fee schedule for the 2012 – 2014 dump stickers was discussed. The current fee is \$100 for the two-year sticker; seniors over 65 are half-price. Two years ago, the Town Manager and the Finance Advisory Committee urged the BOH to raise the fees to a level that would substantially subsidize the trash budget. According to Director McNulty, that would be approximately \$200 for a two-year sticker and at that time, the Board opted to do it gradually.

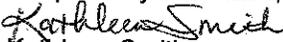
After discussion, Member Ehrlich made a motion to raise the fee of a transfer sticker to \$120.00. The fees for one-day passes (\$5.00) and monthly passes (\$20.00) will stay the same. Motion was seconded by Member Walsh; the vote was unanimous.

Arrangements have been made with the IT Department to put three years worth of meeting minutes on the BOH website.

Health Inspector Gilchrist provided the Board with a summary on how long it takes her to do an average inspection at supermarkets (3), full-service establishments (23), medium establishments (89), and small retail stores. Approximately 170 permits are issued annually. By State law, inspections are required every six months. She also surveyed five area LBOHs (local boards of health) regarding the staffing in their departments and the number of permits issued annually. Director McNulty commented that many LBOHs use inspectors that are either part-time or contract. He said Westborough's BOH is better off than many other LBOHs.

There being no further business, the meeting adjourned at 6:50 p.m.

The next meeting will be held Tuesday, February 14, 2012.

Respectfully submitted,

Kathleen Smith