

## **Board of Health**

**December 8, 2010**

### **Meeting Minutes**

Members present: Robert Barrell, Alan Harris, Celia Hartigan and Beverly Salate

Also present: Newly appointed member Samuel Wong

7:00 Chairman Barrell convened the meeting by welcoming Dr. Wong to the Board who provided his background.

**Meeting Minutes** After discussion and upon motion of Mrs. Hartigan and second of Dr. Harris it was voted all in favor to approve the minutes of the November 10, 2010, Board of Health meeting.

**Septic Design Drawings for 85 Prescott Street** After review and upon motion of Mrs. Salate and second of Mrs. Hartigan the septic design drawings for 85 Prescott Street were approved as follows:

- Local Upgrade Approval pertaining to the offset distance between the estimated seasonal high groundwater table and the bottom of the soil absorption system (4' required; 3' provided).
- Local Upgrade Approval pertaining to a reduction to the 12" separation between inlet and outlet tees of the septic tank and pump chamber and the seasonal high groundwater table, provided that all boots or pipe joints are sealed with hydraulic cement or installed with watertight sleeves and the tank is proven watertight (12" required; 6" provided).
- The septic design drawings prepared by Purcell Associates, Inc., November 15, 2010.

**Signature Authorization Letter** The Board members signed a letter addressed to the Accounting Department authorizing any single member of the Board to sign payroll and invoices on behalf of the entire Board. The vote to approve this action was taken at the November 10, 2010 Board of Health meeting.

**Board of Health Members List** The Board members reviewed the updated member's list information and made corrections where necessary. A corrected list will be provided at the next Board meeting.

**Reservoir Motor Lodge** Reservoir Motor Lodge permit will not be renewed for 2011 unless back taxes fees and fines are paid. A meeting was held on December 6, 2010 with Town Administrator Gaumond, the Building and Fire, Board of Health Inspector, Tax Collector, Motor Lodge owner Douglas George, tenant Kirit Malaviya and his son. During this meeting, the son said that he is going to pay the Town 20K by the end of December and the remaining 30K+ by the end of January. Provided the first 20K is paid, Reservoir Motor Lodge will be issued a thirty day permit expiring February 1, 2011. A permit for the rest of the year will be issued when the remaining money is paid at the end of January. If the balance is not paid in the timeframe agreed upon, the Reservoir Motor Lodge will be closed.

**Improvements at 27 Sterling Street** Following a routine inspection of the three businesses at 27 Sterling Street, the Board of Health Inspector made a request of the Fire Department, Electrical and Building Inspectors to go to the property to view obvious violations. A joint letter from all of these departments

was sent to the owner, Mary Attella at 30 Horseshoe Drive stating that after inspections on November 5, 2010 it was determined there are several unsafe conditions at the property. The letter itemizes all the unsafe conditions and allows ten days for Mrs. Attella to apply for permits and sixty days to complete the work.

Mrs. Attella's son Leo who lives in Connecticut sent a letter in response dated December 1, 2010 providing a plan and time-line to address the life safety violations brought to his attention. Progress on the work will be monitored.

**Town Administrator Goals for 2011** A copy of Town Administrator Gaumond's 2011 Goals is included in the agenda package for the Board's information.

**Change to the Personnel Bylaw of the Town** Town Administrator Gaumond provided a document dated November 12, 2010 regarding changes to the Personnel Bylaw of the Town. The new language will read "Up to four (4) days of absence with pay may be granted to full-time and part-time employees by the department head when death occurs in his or her "immediate family". Immediate family is defined as husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother, sister, grandchild or any other person living with the employee". A second change reads "There shall be a Personnel Board consisting of five (5) members, one or two appointed each year for a term of three years each. The Personnel Board shall be appointed by the Board of Selectmen and shall consist of four voters of the Town who do not hold elective or appointed office and who are not employees of the town and one member shall be a non-union employee of the town".

**Boards of Health Regionalization Meeting** An invitation from Senator Harriette Chandler was received by the Board on November 24, 2010 to participate in a Regionalization Meeting on December 14, 2010 at Worcester City Hall. Senators Chandler and Moore are hosting a working meeting where people can learn from one another's experiences and address practical issues, challenges and opportunities involved with shared public health services. Mrs. Mard and Town Administrator Gaumond will be attending.

**DEP Notice of Responsibility RE: Abandoned Waste Oil Drum on Prescott** The Board was copied on a Notice of Responsibility dated November 23, 2010, to John Scannell, Mass Department of Conservation and Recreation (DCR). The notice informs Mr. Scannell that a fifty-five-(55) gallon drum of waste oil was discovered on property owned by DCR and their responsibility for cleanup or other response actions.

**FY12 Budget and Capital Equipment Work Sheets** The Worksheets for the FY12 Budget and Capital Equipment requests have been distributed to Town Departments. A copy of these documents is in this agenda package. Mrs. Mard will complete the Budget document and submit it by January 7, 2011 as required.

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**Region 2 Emergency Preparedness Meeting Agenda** The Agenda for the December 9, 2010 Executive and Steering Committee Meeting to be held in West Boylston Town Hall is included for the Boards review.

**Request for an Emergency Order** A sample of a Request for an Emergency Order is in the Agenda package. This form was provided by a Clerk Magistrate at the October MHOA meeting in Springfield.

The Magistrate informed those in attendance at her session that this is the form she finds easiest to process when an emergency order is necessary. Mrs. Mard included this form to suggest its use when an order is necessary.

With no further business to come before the Board and upon motion of Dr. Harris and second of Mrs. Hartigan it was voted all in favor to adjourn at 8:30 p.m.

Barbara A. Mard  
Administrator/Inspector

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Robert J. Barrell, MPA, Chairman

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N. Alan Harris, MD, MPH, Vice Chairman

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Celia F. Hartigan, RN, MPH

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Beverly A. Salate, RN, BSN

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Samuel S. Wong, PhD, REHS/RS