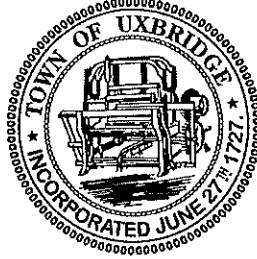


Michael Morrisette, Chairman
Dr. David Tapscott, Vice Chair
Dr. Joann Lindenmayer, Member
Nancy Centrella, Administrative Assistant
Dr. Kristin Black, Health Agent



TOWN OF UXBRIDGE
BOARD OF HEALTH
21 South Main Street, Room 204
Uxbridge, MA 01569
508-278-8600 ext. 8
boh@uxbridge-ma.gov

Minutes of the Uxbridge Board of Health meeting held on Wednesday, December 18, 2019 at 5:00 pm in the Lower Town Hall Meeting Room, 21 South Main Street, Uxbridge, MA

Present: Michael Morrisette, Chair, David Tapscott, Vice Chair and Joann Lindenmayer, Member
Also present, Kristin Black, Director, Nancy Centrella, Admin. Assistant

Meeting called to order: The time being 5:05 pm and the meeting duly posted with a quorum present, Chairman Morrisette called the meeting to order.

BUSINESS

1. Retail Food Safety Inspection Modernization Grant and FOODCODE-Pro software update

The food inspection software is free for the remainder of fiscal year 2020 with a free iPad which will be loaded with all of our current establishments in town. The cost of the program starting July 1, 2020 would be \$2500, which we would have to build into our budget if we are happy with the program. The contract has been executed and once we receive the tablet, we can schedule a training session with them.

2. Enrollment in the Voluntary National Retail Food Regulatory Program Standards

This a free program with the FDA that we could enroll in to help assist our establishments in town by following the nine standards of the program. If we signed on, we could then be eligible for grants that they offer periodically that could help cover the costs of our inspection software.

Motion: Joann Lindenmayer moved to allow the BOH to enroll in the Voluntary National Retail Food Regulatory Standards program. David Tapscott seconded and the motion passed unanimously with a vote of 3-0-0.

3. Appointment of Food Inspector

Kristin recommended Joan Clarico to the BOH for the position of Food Inspector. Joan has many years of food training experience and will be a great addition to our staff. Joan introduced herself to the board and they voted to appoint.

Motion: David moved to appoint Joan Clarico to the position of food inspector for the Town of Uxbridge, subject to the following terms and conditions: said inspector shall be required to perform the duties of the food inspector on a part-time basis, 8 hours per week, at an hourly rate of \$35 per hour, with pro-rated sick, vacation, personal and bereavement leave to be accrued on an hourly basis, in accordance with the Town's personnel bylaws and policies, and with an annual automobile stipend of \$250, pro-rated for FY2020, but not to include health, dental, or other insurance benefits. It is further moved that said employee shall NOT receive mileage reimbursement in addition to said automobile stipend. Joann Lindenmayer seconded and the motion passed unanimously with a vote of 3-0-0.

(the agenda was taken out of order)

4. Revisions to Regulation Article IX – Minimum Standards for the Keeping of Animals, Farm and Domestic Pets in Other than Stock Yards from Town Counsel

Town Counsel has reviewed the draft of the revisions. Counsel has taken out any reference to dogs and kennels because they are regulated in the town's General Bylaws. If any revisions need to be made in the future regarding dogs and kennels, it would have to be done with a warrant at town meeting. Kristin suggested to Joann that she take the draft with Counsel's comments and come back to the board at the next meeting with a clean copy that they could possibly adopt pending any further revisions. The draft with Counsel's revisions can be found on the

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Board of Health website. Joann will reach back out to Helen Paradise, a resident who owns a personal kennel, regarding the letter she previously sent to the board, to make sure that Counsel's revisions have addressed all of her concerns.

(Joann Lindenmayer left the meeting)

5. Orange Folder Initiative for Changes to the 2013 Food Code and Proposed Educational Session

Kristin attended a food training seminar where one Board of Health member from another town started this program of making folders that will stay on-site to help their food establishments better understand all of the recent changes to the MA Food Code. We will be making up packets for Joan to drop off to each of our food establishments so they will know what to expect when she comes in to conduct her inspections. We will also be offering training sessions next month to go over the packets.

6. 15 Larkin Ave. – Septic Installation by Unlicensed Installer Rui Fernandes

Rui Fernandes started to install a new septic system at this location as an unpermitted installer without approved plans. He did submit an application to be a licensed installer and he paid for the approved plans, but both of his checks came back to the town as insufficient funds. If he were to come back in to obtain a license, we will ask him to come before the board and they can make the decision.

7. 2020 Meeting Dates

The board will meet on the 3rd Wednesday of the month with exceptions in January and February. All meeting dates are on the Board of Health website.

8. Revisions to Regulation Article XIV – Minimum Sanitation Standards for Private and Semi-public Wells from Town Counsel

Town Counsel has reviewed the revisions and have added their comments. David will present a clean copy to the board that they will possibly adopt at the next meeting. The draft with Counsel's revisions can be found on the Board of Health website. Kristin would like our well permit to be slightly revised, showing whether the property is residential or commercial. David would also like to add whether or not the property is a public water supply which would be regulated through MA DEP.

9. FY2021 Budget Planning

We have not received instructions from the Town Manager to begin the budget process. Kristin would like the board members to look at our priority setting goals so we could use those when discussing our future budget.

10. Priority Setting for BOH and Staff

See FY2021 Budget Planning

11. Voluntary Municipal Solid Waste & Recycling Program update

Kristin and David spoke to the Board of Selectmen regarding this topic. Given the vote at town meeting to rescind the revolving account, Kristin wanted to see if there was still interest to proceed further with this program. The BOS are very interested in the RFP going out to bid. Kristin will continue to work on it so she can send it to Town Counsel for their review.

12. Green Community Grant update

There is currently a balance of \$18,000 from the original grant of \$158,000 that was awarded to the town. These funds are being spent on a heat zoning and decommissioning program at McCloskey. The future of the building is unknown, but the heat has to be run in order to maintain the building. This project is being done with some energy incentives from National Grid and Eversource. All of the funds had to be spent this year so we could apply for future grants. The next grant can go towards making the Uxbridge High School more energy efficient.

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13. Recycling and Sustainability Committee (RSC) update

Two high school students have approached the RSC and the BOS regarding a plastic bag ban. The RSC are working with Hannaford and also closely following some state legislation that is currently being discussed. They are also working with Simple Recycling to possibly start a voluntary pick-up textile program in the town. They are also trying to work with the schools on the current idling law. Drivers should not be running their cars for more than five minutes in school parking lots.

14. Abandoned Housing update

Kristin has been working with the owner of 56 Cross St. and he has made almost all of the corrections that had previously been asked of him. Kristin is still working with Tara Ruttle of the Attorney General's office on some of the other properties in town. Kristin inquired about the old fire station on N. Main St. The building is still owned by the town so a warrant at town meeting would be needed for any future developments with the building.

15. Public Health Emergency Preparedness (PHEP) Region 2 update

The board approved Kristin to attend the National Assoc. of Community and City Health Officers (NACCHO) conference in Texas this year. PHEP has approved funding in the amount of \$2500 for her to attend, so there is no cost to the town.

16. MDPH Appointment of Health Director Kristin Black to the Local and Regional Public Health Advisory Committee

MA Dept of Public Health has started a 28 member advisory committee and Kristin has been appointed as a member to serve as a representative of the Southern Worcester County area. She will be able to stay on top of what the state of MA is doing in public health. They will meet a few times a year.

17. Hours of Food Inspector and Health Director for Remainder of FY2020

There are currently 102 unused hours by the last Food Inspector, Joan St. Andre. She did not bill out her full 8 hours per week from July to October. The board approved for Kristin to use those hours for the remainder of this fiscal year. This amount is already in the current budget, so there will be no change. We will look at possibly paying the Food Inspector position out of the revolving fund starting next fiscal year. Currently, all food and septic fees fund the revolving account, but only the Title 5 Agent is paid out of that same account.

***Motion:** David Tapscott moved to use the 102 hour surplus from the Food Inspector's salary to fund the Health Director's salary at the rate of 3.9 hours per week for the remainder of FY2020 for food inspection related activity. Michael Morrisette seconded and the motion was passed unanimously with a vote of 2-0-0.*

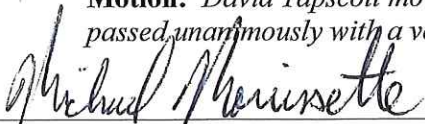
CITIZEN'S FORUM

ADMINISTRATIVE - Approval of Meeting Minutes: 11/20/2019 (not available at meeting time)

ANY OTHER MATTER THAT MAY LAWFULLY COME BEFORE THE BOARD

ADJOURNMENT 6:13 pm

***Motion:** David Tapscott moved to adjourn the meeting. Michael Morrisette seconded and the motion was passed unanimously with a vote of 2-0-0.*


Michael Morrisette, Chairman


David Tapscott, Vice Chairman


Joann Lindenmayer, Member