



**BOARD OF HEALTH**  
**GRAFTON MEMORIAL MUNICIPAL CENTER**  
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HEALTH DEPARTMENT

**MINUTES**  
**BOARD OF HEALTH**  
**SEPTEMBER 14, 2015**  
**HEALTH DEPARTMENT**

2015 NOV 10 PM 12:11  
 RECEIVED TOWN CLERK  
 GRAFTON, MA  
*[Signature]*

A meeting of the Board of Health was held on September 14, 2015 in the Health Department, Municipal Center, 30 Providence Road, Grafton, MA.

**MEMBERS PRESENT:** Karen Gwozdowski Gauvin, Chairman; Deborah A. Chouinard, Vice Chairman; Richard J. Kirejczyk, Clerk; Philip E. Dumas, Member; Jay Gardiner, Member  
 Also in attendance: Pat Bruchmann, R.N., CMRPHA; Koby Owusu-Ansah, CMRPHA; Dawn Farmer, GGMRC Director; Nancy Connors, Recording Secretary

A motion was made by Mrs. Chouinard to open the meeting at 6:00 P.M., seconded by Mr. Gardiner; unanimously passed.

**Dawn Farmer, Greater Grafton Medical Reserve Corp**

Mrs. Farmer was before the Board to have the MOU for MA Responds Website signed. This site is for tracking and budgeting purposes and allows her to do more with this system. A motion was made by Mrs. Chouinard to sign the MOU, seconded by Mr. Dumas; unanimously passed.

Mrs. Farmer updated the Board on events:

July – Regional Advisory Meeting  
 CERT Director Meeting

Covered BoH office for Office Managers vacation

August – National Night Out

Call Down Drill – Regional Coordinator

September – National Preparedness Month – other MRC’s

Pizza & Preparedness Night – Coordinators made dishes with rations from emergency bags

Covered Town of Holden Days for Liz Foley

Attended Children in Disasters Conference in Hadley

Waiting on funding from DPH, then the money can be released

Currently have 120 members with 6 pending

Mr. Gardiner stated he appreciates the updates.

**Patricia Bruchmann, R.N., CMRPHA – Influenza Vaccine**

Mrs. Pat Bruchmann was before the Board to discuss Influenza Vaccine. Since the State is no longer providing the vaccine the Health Department would need to purchase it and have a clinic or we could refer the citizens to a local pharmacy or their own physician. Last year 221 adults were vaccinated and 240 children. Mrs.

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Chouinard questioned if the town would be reimbursed for the vaccine to which Mrs. Bruchmann said yes she would bill insurance companies for cost and administration fees.

Mr. Gardiner felt it was a public health service and our only connection to the community and felt it important to keep the program going

Mrs. Farmer stated the clinic is also used as an EDS Drill and helps with the deliverables.

Mr. Gardiner made a motion to purchase enough influenza vaccine to cover the town residents, seconded by Mr. Dumas; unanimously passed.

The Employee Flu Clinic was also discussed because now that the Town has changed insurance plans Fallon can no longer provide that free service. Mrs. Bruchmann said she would administer the influenza vaccine to the employees. The Health Department will purchase more vaccine to cover this clinic as well.

### **CMRPHA Update**

Mr. Koby Owusu updated the Board that 14 food establishments were inspected for August and that September is being worked on. A few housing inspections are still open from July that are being worked on and a couple new ones have just come in.

Mrs. Bruchmann updated the Board on:

#### Community Health:

\*The Community Health Assessment (CHA) is nearly complete with Zach Dwyer working on it. Eight (8) priorities were identified (access to care, access to health foods, safety, physical activity, cultural competency and discrimination economic opportunity, substance abuse, and mental health

\*2016 Community Health Improvement Plan meetings are to begin shortly

\*Middle and High School health youth survey is planned for the fall. MOU's with the principals and superintendent need to be scheduled.

#### Emergency Preparedness:

\*A quarterly WebEOC drill was conducted

\*Contracts for Planners are in process

\*Towns may request to PHEP Steering Committee for PHEP grant funding for Emergency Dispensing Sites (EDS)

\*Towns need to submit a letter who will be representing them at PHEP Steering Committee Meetings. Currently it is Phil Leger for the Alliance; however, Grafton would like their own representative. After brief discussion a motion was made by Mr. Gardiner to nominate Mrs. Dawn Farmer to represent Grafton at PHEP Steering Committee Meetings, seconded by Mr. Kirejczyk; unanimously passed. Mr. Leger will be a back-up to Mrs. Farmer.

\*September is National Preparedness Month

#### Administration:

\*Health & Human Services Commissioner position are on their second round of interviews

\*Director of Public Health position – first round of interviews have been conducted and the second round will begin in the next few weeks

\*Epidemiologist position will be posted this week

\*Full time and part time Regional Public Health Specialist positions need to be filled

**Meeting Dates**

October 5, 2015 - November 9, 2015 - December 9, 2015 - December 28, 2015

**“What If” LPG Facility Advisory Committee Representative**

A motion was made by Mrs. Chouinard to nominate Mr. Phil Leger as the Board of Health representative to the “What If” LPG Advisory Committee, seconded by Mr. Gardiner; unanimously passed.

**Housing Violation Letter Language (Judicial System)**

It was questioned whether or not the wording of “court action” should be written within housing code violation letters to landlords. Discussion of court/legal action taken is an option of the Health Department and protects the homeowner and the Health Department as well. After further discussion the Board agreed to keep the language in the violation letters.

**Disposal Services**

Assistant Town Administrator, Doug Willardson, questioned the Board at their last meeting if they had any changes or issues to what the Town currently has as a contract with E L Harvey. With trash being collected once a week and recycling every other week the Board had no comments. If services were to be cut (i.e., trash every other week) the Board’s comments would be to not cut services.

**Kiosk Ribbon Cutting**

In trying to coordinate the Health Department, CMRPHA, Council on Aging and the Community Nursing Association of Grafton a date and time for all to meet is nearly impossible. A brochure of Safe Disposal of Sharps and Prescriptions has been prepared by the CMRPHA. The Board suggested placing this at the upcoming Influenza Clinics, on Facebook, and perhaps an article in the Grafton News thanking the CMRPHA for their support and the Community Nursing Association for their funding along with a picture of the Kiosk. The article also needs to remind residents that if you do not have a sharps container you can use a puncture proof container secured with tape.

**Board of Health Communications**

Mr. Gardiner wanted to bring to the table that some emails being sent amongst the board members are not professional in nature and reflect poorly on the Board. Mrs. Gwozdowski Gauvin reminded all that emails are public record and all need to be careful of the open meeting law and agreed that certain emails are not appropriate. All agreed to be more aware of what is being sent.

**Minutes**

A motion was made by Mrs. Chouinard to accept the Minutes of August 17, 2015 as written, seconded by Mr. Kirejczyk; unanimously passed.

**To Be Signed**

A motion was made by Mrs. Chouinard to pay bills as listed, seconded by Mr. Dumas; unanimously passed.  
Verizon Wireless      \$ 39.99

Well Permit

14 Bernard Road / Michael Quance

Disposal System Construction Permit

7 Frankie Lane / Kent Welch

Solid Waste Haulers License

Joel Carlson / Joel Rubbish

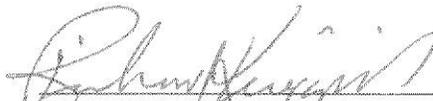
**New Business**

Mrs. Farmer wanted to make the Board aware that the Grafton Farmers Market had fewer vendors than in past years. In doing some research she found that the Towns of Westboro and Shrewsbury charge \$25.00 for a food permit whereas Grafton is charging \$100.00. The Board questioned if any other fees are charged to vendors to be on the common. Mrs. Farmer will do more research and get back to the Board. After further discussion a motion was made by Mr. Kirejczyk to decrease the fee from \$100.00 to \$10.00, seconded by Mr. Gardiner; voting nay were Mrs. Chouinard, Mrs. Gwozdowski Gauvin and Mr. Dumas until more information can be obtained and brought up for discussion again.

There was no correspondence or mail for review.

A motion was made by Mrs. Chouinard to adjourn at 8:00 P.M., seconded by Mr. Dumas; unanimously passed.

A TRUE COPY,  
ATTEST:

  
Richard J. Kirejczyk, Clerk