



BOARD OF HEALTH
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HEALTH DEPARTMENT

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 CRAFTON, MA
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MINUTES
BOARD OF HEALTH
NOVEMBER 7, 2016
CONFERENCE ROOM A

A meeting of the Board of Health was held in Conference Room A, Municipal Center, 30 Providence Road, Grafton, MA.

MEMBERS PRESENT: Karen Gwozdowski Gauvin, Chairman; Deborah A. Chouinard, Vice Chairman; Richard J. Kirejczyk, Clerk; Philp E. Dumas and Jay Gardiner, Members
 Also in attendance: Philip Leger, Zach Dyer, Karyn Clark and Dr. Michael Hirsch all of the Central Mass Regional Public Health Alliance; Doug Willardson, Assistant Town Administrator and 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.

CMRPHA Update

Mr. Leger had sent the Monthly CMRPHA Board of Health Meeting Updates via email earlier in the week; therefore, there was no reason to go thru each section by section. Some points touched upon:

Administration (ADM)

- MDPH Access Training – WDPH has coordinated training on “Access to Dwellings” on November 16th from 1:00 p.m. to 4:00 p.m. at the Grafton Center Fire Station. Training is open to all Alliance Boards of Health, Councils on Aging, Building inspectors Fire and Police. Learn when inspectors can legally enter a private residence whether rental or owner occupied, learn what is required in order to gain legal access, what to do when an emergency call or wellness check reveals unsanitary conditions. Presenters will be Paul Haufman, Assistant Director for MDPH Community Sanitation Program and Joan Langsam, Technical Consultant with MAHB.
- Request for Staff – specific requests for staff to attend Board of Health meetings and any activities should be sent directly to Karyn Clark. Mrs. Chouinard and Mr. Gardiner questioned why a request would need to be made because the IMA states that a representative would attend all meetings and that someone has been at all meetings except for the last two. It was clarified by Mr. Leger and Mr. Dyer that if a specific topic is being discussed the Alliance would determine which individual would serve the Board best.
- Mr. Dyer reiterated someone would be attending meetings.

Community Health (CH)

- November is Great American Smoke Out, day where people are encouraged to set a date to quit smoking.

Emergency Preparedness (EP)

- Towns completed Q2 WebEOC drill with Grafton completing on their own.

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Nursing (PHN)

- Employee Clinic held on October 14th administered 53 doses
- Town Clinic on October 20th administered 61 doses in the morning and 86 doses in the afternoon
- Middle/High School Clinic scheduled for November 16th
- North Street Elementary School Clinic scheduled for November 14th

America Walks & Every Body Walks Grant

Mr. Dyer informed all that there is an opportunity for WDPH to apply for a micro grant (up to \$1,500) on behalf of Grafton with the South Grafton PTO holding the funds. The deadline for submitting is November 18th. He continued this grant is meant to support projects related to improving walking and walkability. Mr. Dyer reminded the Board of the Mass in Motion grant received one year ago for biking and walking in Grafton and continued this grant was discussed with WDPH staff and town planners. Doug Willardson informed all that the SGPTO is active with the grant painting crosswalks and installing flashing lights. The Board voiced this was a great opportunity.

Letter from Kathleen Johnson Assistant City Manager RE: BoH Letter dated October 7, 2016 RE: BoH Concerns/Questions

Mrs. Gwozdowski Gauvin stated that due a meeting with herself, Jay Gardiner, Tim McNerney, Craig Dauphinais, Jenn Thomas and members of the Alliance being held next week discussion will not take place on this letter this evening. Mrs. Chouinard stated she had some questions regarding the letter. Mr. Willardson suggested deferring discussion until after the Alliance leaves the meeting.

Phil Leger, Alternate, PHEP Steering Committee Meetings

Mrs. Chouinard has some concerns that Mr. Leger, being Grafton's alternate since Dawn Farmer resigned, is not representing Grafton according to the meeting minutes. Mr. Leger stated that was just an oversight on his part and he will sign in as representing Grafton from now on.

Mrs. Chouinard also questioned why Mr. Leger, who is representing Grafton, would table the request for an iPad. Mr. Leger explained that the tablet ordered was incorrect and needs to be exchanged for the correct item that was ordered. The tabling was just a procedural thing until the exchange occurs. He continued that at the last meeting it was voted to exchange. Mr. Leger stated he forwards the draft minutes to Grafton to which Mrs. Chouinard appreciated being kept up to date.

February, March, April Meeting Schedule

The following dates were set: February 6, March 6 and April 10, 2017.

Pepperoni Express

The Board questioned whether to continue monthly inspections. Mr. Leger stated the reports show improvement and Jaime Rice indicates it is going well; therefore, they can be placed back on four times a year. He continued that if they seem to be slipping another avenue the Board could take is to implement their Food Establishment Policy Inspection Procedure, #10 – Fees: ‘any facility deemed by the Board of Health or it’s Agents to need a third inspection (second reinspection) or any additional inspections will be charged a non-compliance fee of \$100 per additional inspection and any repeat violations from year to year will be charged a non-compliance fee of \$100 per violation’.

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Mr. Leger informed the Board of proposed amendments to the Food Code – 105 CMR 590.000: State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments. Hearings are set for November 3rd and December 1st. The proposed revisions will adopt the most current version of the model retail food code published by the FDA. Some of the amendments will be relative to choke saver; allergen awareness, simplify requirements for mobile units, temporary food establishments and bed and breakfast establishments, requirements for shared kitchens and farmer's markets, more responsibility for the person in charge and disease prevention to name a few.

Mr. Leger also informed the Board of proposed amendments to the 105 CMR 430.000: Minimum Standards for Recreational Camps for Children. Hearings are set for December 1st and December 5th with the latter being held at WDPH on Meade Street in Worcester. Some of the proposed revisions include changing the definition of recreational camp to four days, storage and administration of medications, licensing, ratio of counselors to campers to name a few.

Mr. Leger suggested the Board go online to review the proposed revisions.

Mr. Kirejczyk questioned the Worcester medical marijuana regulations to which Mr. Leger stated they are still with legal.

Mr. Leger informed the Board he is going to Ricks Hilltop on Wednesday with Jaime regarding hand washing sink, Grafton Grill will be opening in the next week and Rte. 122 Pub is planning to open mid-December.

The Alliance left the meeting at this point.

Greater Grafton Medical Reserve Corp Coordinator Position

Mrs. Chouinard informed the Board she met with Nancy Connors and Dawn Farmer to review the job description for the posting of the position reminding all it is not a Town of Grafton position but a grant funded contract position with no benefits. Mrs. Chouinard felt that a committee made up of herself, Nancy, Clare Garabedian (CERT) and one more Board member to review the resumes and narrow those down to present to the whole Board would be a good start. Mr. Gardiner stated he would like to be on that committee with all members in agreement. The ad will be on the Board of Health website and in the Grafton News with a December 1st deadline.

Amendments to Supplemental Regulations to Title 5 – Mandatory Sewer Connection – Determine Implementation Date and Sign

A motion was made by Mrs. Chouinard to sign the amended regulations to be effective December 1 2016; seconded by Mr. Dumas; unanimously passed.

Letter from Kathleen Johnson Assistant City Manager RE: BoH Letter dated October 7, 2016 RE: BoH Concerns/Questions

The Board discussed the letter with Mr. Gardiner and Mr. Kirejczyk not understanding why it could not be discussed with the Alliance present to speak openly and freely. Mr. Gardiner stated this has been going on since early September and nothing has been resolved. The lack of communication for the past six to seven months from the Alliance has changed so much overall from the original agreement. He stated the players from

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the beginning in 2013 are not there anymore and that the letter from Kathleen Johnson is full of inaccuracies which are why in September he voted no confidence in the Alliance. He stated we are the customer and are spending over \$90,000 for 20 hours of service and the system only is good as people in place.

To Be Signed

A motion was made by Mrs. Chouinard to pay bills as listed, seconded by Mr. Kirejczyk; unanimously passed.

I B A Print Shop	\$ 89.62
Moore Medical	40.00
W B Mason	39.98

Disposal Works Installers Licenses

- Christopher Etre / Earthworks
- Daniel Mercurio / D. P. Mercurio & Sons Septic Service

Disposal System Construction Permits

- 113 Adams Road / Kathleen LaFlamme
- 12 High Point Drive / Adams Road Trust
- 13 Alana Drive / Stephanie Lee

Permit to Operate a Food Establishment

- The Grafton Grill

Minutes

A motion was made by Mrs. Chouinard to accept the Minutes of October 3, 2016 as written, seconded by Mr. Kirejczyk; unanimously passed.

Correspondence / Mail

Mrs. Chouinard read the Save the Date for a housing access training to be held on November 16th from 1:00 P.M. – 4:00 P.M. at the Grafton Center Fire Station. The training is for Health, Building, Fire, Police and Council on Aging Officials. The objective is to learn when inspectors can legally enter a private residence, what is required to gain legal access and what to do when a call (emergency or wellness) reveals unsanitary conditions.

A motion was made by Mrs. Chouinard to adjourn at 7:30 P.M., seconded by Mr. Kirejczyk; unanimously passed.

A TRUE COPY,
ATTEST:



Richard J. Kirejczyk, Clerk