

TOWN OF SHELBURNE
Minutes of Meeting
Board of Health
Monday, August 27, 2018

A duly posted meeting of the Shelburne Board of Health was held on Monday, August 27, 2018 at 6:30 pm in the meeting room at Shelburne Town Hall, 51 Bridge St., Shelburne Falls, MA.

Present: Deb Coutinho, Chair
Bob Gonzalez
Rob Hicks

Administrative Assistant: Liz Kidder

Absent:

Audience:

The meeting was called to order at 6:30 pm.

Motion to approve the minutes of June 19, 2018 was made by Bob and seconded by Rob.

Vote: 3 in favor, 0 opposed, 0 abstentions

FRCOG CPHS Program/ Health Agent Options: Deb reported on her meeting with Phoebe Walker and Andrea Crete where they reviewed options available to the Town through the FRCOG's CPHS program. Services are already received through the Public Health Nurse portion of the program and other services would be: FoodSafety, Community Sanitation, and Septic Systems and Private Wells.

Rob Hicks said he was in favor of using the FRCOG for the food inspections and would like to work with the FRCOG inspector during the transition. Deb noted she agreed and thought it would be good to transfer food inspection and Community Sanitation assistance to the CPHS health agents. Rob and Deb agreed that it would be best to ask the FRCOG to send a digital copy of all inspection reports to the Town in order to help maintain records at Town Hall.

Bob noted that while he is meeting timelines for septic plan review and inspections as established in the state regulations, there have been times when his work takes him out of the area and it has been hard to meet homeowners needs to expedite reviews. Deb said she would be happy to work with the FRCOG Health Agent because there are many aspects of her work representing the Town on regional committees that will still need to be done by a Board member. With the Health Agent conducting inspections, Deb will be able to increase her focus on housing and emergency management committees.

Deb said that she will go to the Special Town Meeting and present the Board's case for joining the full CPHS program. Liz was asked to prepare a time and financial analysis for the Finance Committee.

A motion was made to request the Selectboard to enter into an agreement with the FRCOG to participate fully in the CPHS program – Food Safety, Community Sanitation, Private wells and Septic Systems, along with the Public Health Nursing Program starting November 1, 2018 and to appropriate sufficient funds at the next Special Town Meeting.

Vote: 3 in favor, 0 opposed, 0 abstentions,

A motion was made to reallocate \$700 of the current expense budget to help offset the \$11,088 needed to start the program in November 2018.

Vote: 3 in favor, 0 opposed, 0 abstentions

The Board said that they felt it was still appropriate to receive a stipend since they will be the adjudicatory board to resolve any issues and to help direct the work of the Health Agent in Shelburne. Each Board member maintains

certifications covering their area of expertise. The Board also discussed that they will be scheduling monthly meetings in order to work with the Health Agent and therefore will still need to have a clerk to assist with paperwork at Town Hall.

Adult-Use Marijuana Health Regulations – the Board signed the final regulations for the file records.

Emergency Management – Deb reported that she and Chris Myers are working on an emergency drill related to how to handle the remote possibility of a failure of the dam at Harriman Reservoir. She and Chris are going to prepare Standard Operating Procedures for the Shelburne Board of Health for dealing with emergencies. Deb said there is now a storage trailer for emergency supplies. All the cots, blankets, water jugs/cups, from Town Hall, Cowl Gym, and the Fire Department are now in Buckland behind Mohawk Trail School.

Inspections – Food Service, the Board reviewed the inspection checklist. No additional inspections have been done to add to this list. This list will be given to the FRCOG Health Agent.

Future location for BOH office-- Deb reported that the Title 5 on the “Notion to Quilt” building on Route 2 had been done today. Matt Marchese had talked with Liz about a possible site visit to discuss office space and meeting room space that may be available in that building for the use of the Board of Health.

Other Business not reasonably foreseen 48 hours prior to the meeting - nothing presented.

Schedule next meeting: Tuesday, October 16th at 6:30 pm

Adjournment

A motion to adjourn the meeting was made by Bob and seconded by Rob.

Vote: 3 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 7:35 pm

Respectfully submitted by:

Liz Kidder

Administrative Assistant

List of Documents:

Emails from Town Admin on FRCOG Survey, Chris Myer on SOP for BOH in emergencies, Andrea Crete on private well regulations

BOH hourly analysis of annual responsibilities

Financial analysis of Shelburne joining FRCOG CPHS