

HAMILTON BOARD OF HEALTH

WEDNESDAY, OCTOBER 15, 2014

Present: Board of Health members: Lindle Willnow, Susan Wilfahrt, Health Agent Leslie Whelan.

Meeting Opened: Lindle Willnow called the meeting to order at 6:58 p.m. at Hamilton Town Hall

Roberta Cody – Annual Health Inspector Update

Roberta Cody summarized health inspections done in Hamilton at schools, churches, a hockey rink, and food establishments twice a year. Other inspections are done at camps as well as at sporting events when a food truck is used. A wholesale bakery in Town is inspected by the state. Also noted was a fire that occurred at one of the food establishments, and one food borne complaint traced back to one of the restaurants. Kitchen reviews have been done including at the Senior Center.

In addition, HWRSD has made a compliance request of the Board of Health to get two inspections annually. In regard to camps there was a problem with soccer camp relative to medical records and immunizations where 8 of 58 children had complete records. So the camp opted to do a clinic. This organization was working out of the Recreation Department.

Cody reported that 15 Walnut restaurant is having trouble keeping in compliance so four inspections are being done a year. There is high staff rotation in this establishment so Cody monitors chef credentials closely. Also, a violation occurred this summer at the Asbury Grove pool where there has to be 1 lifeguard for 25 people and there were many more people in the pool. Discussion ensued about how campers from Recreation Department summer program did not swim in the Asbury Grove pool due to community not funding four lifeguards.

Cody noted that the Health Department is being called when an event is scheduled at Patton Park to ensure compliance. Discussion addressed how Green Meadows has kitchen inspections done as part of food permit. When outside vendors are used then Cody inspects.

Discussion – TB Regulations Update

Health Agent Leslie Whelan reported on her conversation with Joanne Keegan at the DPH who was in agreement with Town's regulation that had stricter requirements than those in recommended guideline from the state. Keegan agreed with the rationale where students complete a risk assessment form after traveling as well as at matriculation given the GCTS population.

Whelan plans to contact public health nurses in Lynn and Lowell to understand what requirements are in those communities. Keegan had reported that most schools have the risk assessment regulation and procedure. Discussion ensued about how GCTS could confer with other like colleges to determine what procedure should be put in place relative to assessment and regulation. Also noted is when the concise regulation is written by the Health Department it should place the work of assessment and potential testing on the college for self-policing. The guidance from DPH states that colleges should keep records of their program and Whelan suggests the report should be given to BOH. Discussion addressed how the BOH's regulation should be reviewed by Town Counsel Donna Brewer.

Discussion – Styrofoam and Plastic Bags Update

Discussion addressed how Selectmen had suggested if a potential vote on banning plastic bags at Hamilton retail establishments occurs at spring Town Meeting this would allow time for community involvement. Gretel Clark from the Recycling Committee is going to meet with Susan Wilfahrt to gather information and Clark could possibly attend a future BOH meeting. Discussion was on if requiring use of reusable bags versus plastic bags would prove a financial hardship for retailers. Wilfahrt offered to research this with food establishments as well as transition from Styrofoam to paper take-out containers.

Discussion – Bat Houses and Mosquito Control

Whelan will contact Recreation Director Sean Timmons for status on HW Recreation Board's action to fund four bat houses to be installed at two public park/fields. Discussion was on if HWRHS students could build bat houses as part of a Science Fair project. Also mentioned was that Topsfield had a positive mosquito for EEE. The Town's last sample of mosquitoes will be collected today for this season. Mosquitoes are still in the area and have a higher likelihood of carrying virus. Discussion ensued about using Town's Information Specialist for mosquito status notification on Twitter and Facebook.

Discussion – Compensation Study

Discussion addressed how consultant has been hired to create standardized job descriptions for Town employee positions. Employees are reviewing responsibilities with the consultant as part of compensation study. This will identify when employees are being underpaid or overpaid for a position. Those being overpaid will have positions redlined so the employee will not receive any COLA increases. This occurred with the Health Agent's position a few years ago and until the range migrates and catches up then the position would be eligible for wage raises.

Discussion addressed how Cody and Public Health Nurse Chris Lee receive calls from BOH Administrative Assistant Nancy Stevens or other Town employees at any time regardless of the limited weekly hours they work in these positions. Also, that Town officials recognize that these positions should be compensated properly since the employees are expected to be available, and efficient within limited work hours.

New Business

Discussion ensued about Whelan being required to disclose her private business relationship in Rockport with septic system designer and well driller that she is entering into to have a septic system designed for her property. Since she has official authority over these professionals' work in a separate setting. Another authority will review the septic plan. Whelan will file State Ethics disclosure form in Rockport and Hamilton.

Also discussed was the preliminary subdivision plan (14 lots) from developer Tom Ford for property across the street from Town Hall and need for BOH approval likely related to drainage. The BOH has to approve the preliminary plan, approve with conditions or deny the plan by November 15. Whelan did not expect any issues based on review of the preliminary plan. A definitive subdivision plan will provide more details. Whelan will inspect test pits next week as part of preliminary plan to illustrate to Planning Board the condition of soils relative to runoff issues. Discussion addressed how the Health Agent could review the plan relative to septic system (and possibly drainage) and any comments could be reviewed with Lindle Willnow. It was noted that Planning Board would likely hire a peer reviewer to analyze drainage. The Town has hired a new Director of Planning and Inspections that will start working for Hamilton in mid-November. Whelan will report to this person for land use issues. She will report to Town Manager Michael Lombardo for public health issues.

Also mentioned was that Town is evaluating how best to use office space for employees at Town Hall so some of the Health Department employees will not be relocated from private office space for now.

Review – Minutes dated September 17, 2014

Willnow moved to approve the September 17, 2014 Board meeting minutes as amended. Wilfahrt seconded the motion. VOTE: Unanimous.

Meeting Adjourned:

Willnow moved at 8:15 p.m. to adjourn. Wilfahrt seconded motion. VOTE: Unanimous. The Board's next meeting is on Wednesday, December 3 at the Senior Center. A public hearing will be held regarding updates in Title 5 regulations relative to septic system covers.

ATTEST:

cc: Selectmen, Planning Board, Town Clerk, Conservation