



## Hubbardston Board of Health

7 Main Street, Unit #2  
Hubbardston, MA 01452  
978-928-1400 x212  
[health@hubbardstonma.us](mailto:health@hubbardstonma.us)

### Meeting Minutes

#### Board of Health Zoom

ZOOM MEETING JULY 14, 2020 6:30 pm

#### Attendance:

Cathy Hansgate- Chair  
Judie O'Donnell-New Member  
Vin Ritchie-Member  
Colleen Higgins-Member  
Kate Saab-Member  
Mallory Seamon-Admin

**Guest:** Claudia Provencal- COA/Senior Center

Meeting Called to Order: Called to Order by Kate Saab at 6:35 PM

**Re-Organization of Board** -At this time the Board welcomed Judie O'Donnell our new member to the Board of Health! After some discussion of reorganization Cathy Hansgate volunteered to continue to Chair Board for one more year, Kate Saab volunteered to step into the roll as Vice chair at this time

Cathy Hansgate made motion to accept Cathy Hansgate as Chair of Board Kate Saab as Vice Chair, Vin Ritchie to second all in favor **Motion Passed**

#### Board organized to:

Cathy Hansgate- Chair  
Kate Saab-Member  
Judie O'Donnell-  
Vin Ritchie-Member  
Colleen Higgins-Member

#### At this time Agenda was organized to allow for Guest Speaker Claudia Provencal.

Claudia stated that the senior center is currently shut down for activities with COVID. Claudia is looking to move forward with opening of some outdoor activities, using a tent for now with the possibility of building a deck onto the rear of the building at some point. Claudia advised the Board that some centers are operating, building gazebos ect to allow for some outdoor socially distanced programing and social hours. Judie stated that every Tuesday and Friday DPH holds conference calls for local BOH to ask questions Senior Centers are a hot topic. Board asked that the Senior Center start working on a reopening plan for them to review and come back to present at a future meeting when ready.

#### Vote of Inspectors-Cathy suggested keeping inspectors the same as the were in previous years

Cathy Hansgate- Food, and Title Five Inspections/Witness  
Kate Saab-Food

At this time nobody else holds the certifications to complete the inspections as needed.

Cathy made Motion to accept inspectors as above, seconded by Colleen.

**All in favor motion passed.**

**Vote of Maven payment-** As requested by Ryan McLane Town Admin the Board is to vote on taking over the payment of the MPHNP Public Health Nurse through our Revolving account. Cathy made motion to make FY21' payment of MPHNP Maven Public Health Nurse from the Boards Revolving account seconded by Vin, Colleen- Yes, Kate-Yes, Judie Abstained. **Motion Passed**

**Vote on 80/20 split of fees-** As requested by Ryan McLane Town Admin the Board of Health makes a split contribution of incoming permit fees to the general fund this is to be voted on every year. Currently the Board Deposited 80% of permit fees to general fund with 20% going to BOH revolving fund. Cathy made motion to accept 80/20 split of fee, seconded by Vin all in favor. **Motion Passed**

**Vote payment of landfill testing-**As requested by Ryan McLane Town Admin the BOH agreed to take over the payment of the landfill testing payments paying from our revolving fund, this item is to be voted on every year. Vin Ritchie suggested that the Board may not be responsible as the landfill is not on Town owned land. Vin suggested having town counsel look into this to determine if we are responsible or not. It was suggested that Mallory Admin does research first on Landfill before requesting legal to look into the details, Mallory will do so and bring to next meeting

**Action Tabled at this time.**

**Review Last Minutes 06/25/2020 –** Minutes were reviewed, Judie asked that they be updated use Names instead of she/he for constancy. Cathy made motion to accept the minutes with update, seconded by Kate, Vin-Yes, Colleen-Yes, Judie Abstained. **Motion Passed**

**COVID 19 Update PHASE 3-** Reviewed we are now in Phase Three of reopening plan, currently we have no active cases of Covid-19 in Town.

**Failed Systems awaiting action:**

**10 Main St-**After discussion Board requested certified letter asking for septic pump records and informing owners that the application is overdue. Further inform the owners that failure to provide the completed application to the board in 10 business days from receipt of the letter will incur fines and legal action such that the board may take, including requiring the owners to have the well tested, and providing the results to the board.

Judy asked for review on next meeting of the system in place on 10 main, to further the boards ability to assess risk to the local and surrounding water supply. Mallory will get this info ready for next meeting.

**Passed Title V:**

**31 Mount Jefferson Rd-** Cathy will come into office to review and sign

**Permits/Items to be voted on:**

**Food Permit:**

William Homans-Vin noticed that signature is missing from application. Mallory to contact and obtain signature. Cathy made motion to accept once signature obtained, seconded by Colleen all

in favor. **Motion Passed**

### **Camp Permit:**

**Cauldron Farm-** Camp permit received for Cauldron Farm as this time we would like to see an Covid-19 Reopening plan before granting any permits. Mallory to reach out and request such from owners. Judie also will ask about the use of Primitive Campground at the next DPH call.

### **Open repairs or Inspections and plans in Review:**

59 Brigham Rd- Review completed installer to contact Cathy for witnessed inspection  
87 Hale Rd-In Review plans rejected by M Hopkinson sent back to applicant for updates  
7 Moosehorn Circle Review plans rejected by M Hopkinson sent back to applicant for updates  
31 Geordie Lane-DBox Replacement- Plans rejected sent back to M. Popham for review  
106 Princeton Rd Review completed installer to contact Cathy to witness inspection  
Lot 2W Mt Jefferson- Review completed installer to contact Cathy for witnessed inspection  
51 Root Rd- Review completed installer to contact Cathy for witnessed inspection

### **Percs:**

Cross Rd Gallant-Completed awaiting plans Bemis Rd-Baldwin-New  
Hale Rd Ext-Blanchard-Completed awaiting plans 40 Kruse Rd-Silkey awaiting plans  
39 Dogwood- Completed awaiting plans

Judie asked what qualifications/certifications Cathy has to be doing these inspections, Cathy stated that she just acts as a "Witness" for the installs. Judie asked that agenda's are changed to reflect this. Mallory will do so.

### **Old Business:**

Food Inspections- None completed since last meeting, Kate to come grab some more food forms and complete some inspections.  
Recycle Center –  
\*Electricity-At this time we are not getting anywhere with National Grid will look into generators  
\*Bella's Report- Reviewed Bellas's monthly report, approved payroll.  
Condos large system Title 5 Compliance- Letters sent to five condo associations, awaiting their response at this time.

### **New Business:**

Budget spreadsheet- Reviewed and approved ok to move forward and submit.

Robert Meagher-Invoice-Bill received for \$260 to mow capped landfill Mr. Meagher does this ever summer and fall ok to pay.

Casella Organic Letter-Received a BRP WP32 Application for use of Bio Mix from Casella Organics Mass DEP is looking for a letter from Board giving our approval for the use of the mix. Vin suggested that we have Biomix sent for testing at applicants expense to ensure that the mix is in compliance without By-Law CHAPTER XXVIII IMPORTATION OF MATERIAL. Vin made motion that letter be sent requesting same seconded by Cathy all in favor. **Motion Passed.**

EEE- Local towns have had their first cases. Mallory put out warnings and info on prevention to social media and the towns website.

Reitta Ranch Complaint – Received one phone call in regards to one person not wearing a mask. Mallory spoke with caller advised next time to please contact someone working at Rietta. This is the only call we have gotten in regards to this person.

**Unexpected Subjects:**

Cathy made motion that the Board in thanks for his service to the BOH gift Bill Homans a gas card in the amount \$40.00 out of their own personal funds. Seconded by Colleen, Vin Yes, Kate Yes, Judie Abstained. **Motion Passed**

Cathy Made motion to close the meeting at 8:38 PM Seconded by Vin all in favor all in favor **Motion Passed.**

Next meeting is 7/28/20

Approved: Catherine Hensgate