



## Hubbardston Board of Health

7 Main Street, Unit #2

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## Meeting Minutes

### Board of Health Library Conference Room December 12 at 6:30pm

**Meeting called order 6:32 PM by Bill Homans**

#### **Attendance:**

Cathy Hansgate- Chair

Bill Homans-Vice

Vin Ritchie-Member

Colleen Higgins-Member

Kate Saab-Member

Mallory Seamon-Admin

Ryan McLane- Town Admin

Don Matthews- Don Matthews Excavating

Agenda was re ordered to allow for guests

1. Don Matthews presented the Board with a copy of water test from 35 High Street, system with conditional passing title five. Board was waiting for water test to send to Matt Hopkinson for review. Don is requesting the BOH allows new owners to move into the house with the system the way it sits, a new d-box would be installed in spring bringing the system to compliance. Once we have opinion from Matt Hopkinson we will advise.
2. Ryan McLane Town Admin stopped in for a routine visit, wanted to check in. Had discussion in regards to community outreach and accessibility. Ryan would like to create a document for any committee/person who is looking to hold an event in town, to help ensure that all permits that would be needed would be obtained ahead of the event in a timely manner. We will work on drafting the Board of Health's piece. Ryan would like to work on transparency in the town, discussion on posting all certification from individuals who are doing inspections online so residents can access to these certs when there are questions about who/why inspections are being done. Ryan stated that he is working along with the accountant to look at all revolving accounts in town, to ensure we are being compliant. The BOH has a revolving account which at one point money from was annually transferred to the general fund on average \$8500 or so, last year nothing was given to the town. Ryan would like to investigate why and make sure we going forward have a clear policy on what the account is for. Mallory and Ryan will work on this. Vin gave an update on his meeting with Roland Jean Building Commissioner, he thought Ryan would like to hear about how the BOH can approach some of the vacant property in Town. Ryan advised he thinks it would be best that the Board come up with short- and long-term goals the Board agreed and will work towards that.

Returned to scheduled agenda at this time.

**Review Last Minutes of November 26,2019**

Motion to accept min. with one change to take place under section #3 address reads 135 High St should be 35 High. Motion made by Bill to approve with change seconded by Colleen

**All in Favor, Passed.**

**Failed Systems:**

10 Main St still has not given pumping records, second follow up letter was sent.

45 Williamsville Rd, no plan submitted at this time. Currently there are renters in home who are looking to purchase the house.

35 High St Don previously presented to the Board we are sending title five to Matt Hopkinson for review.

**Passed Title V:**

64 Hale Rd passed reviewed ok to file.

38 Chicopee Rd passed reviewed ok to file.

**Permits issued/to be signed:**

Breakfast with Santa permit was signed by Cathy event took place on 12/07/2019

**Open Inspections:**

10 Main Street- As per above discussion Admin will work on obtaining pumping records.

10 New Westminster Rd – Recvd plans from engineer, still no video of perc test which took place without a witness. Admin advised engineer, homeowners, and installer we will not be proceeding with plan review until video of perc has recvd.

132 Old Westminster Rd-Completed certificates of occupancy has been issued to the homeowner from the building dept ok to close.

**Open Complaints: None****Open Issues:**

Harvey Trash – Cathy reviewed past due bills gave ok to Admin to pay July and August, we are disputing the fact that we are being charged for a 20 yard dumpster vs the 15 yard we requested. Mallory and Cathy will continue to keep working with Harvey to get a resolution

Electric at Recycling Center – Mallory has been working with National Grid, the last piece of information they needed was a copy of the Deed from the Town. This was provided to them we should have power shortly.

**Water Tests:**

35 High Street reviewed with Don Matthews, see above.

**Maven Nurses Report:**

New patient report from Dotty Public Health Nurse, she will continue to monitor and advise the Board as needed.

**Old Business:**

Abandon/ Empty Houses – Vinny met with Roland Jean went over the sanitary code and how the BOH plays a roll in mandating fixes to uninhabitable homes. We had conversation with Ryan Town Admin in regards to establishing goals to approach the vacant property. Admin suggested attending a Housing Class presented by MHOA.

Chrome Books Purchase- Purchase is moving forward.

Trash Haulers- Tabled until next meeting

EDS Drill- Drill will be taking place on Monday December 16<sup>th</sup> at 3:15, we will all meet in the BOH office and head to school. Cathy went over where supplies are, she will obtain our Web EOC passwords

**New Business:**

Budget spreadsheet – submitted by Mallory, reviewed and signed off by Cathy.

Food Inspection-There are a couple of food inspections left to complete. These will be completed prior to the end of the year.

Renewal Letters- Mallory will be working on getting renewal letters and applications out to all in need of annual permits. Suggested that we update some of our forms to include more specific info to better improve our files. She will work on creating these forms.

**Unanticipated business:**

Hazardous Waste- Vin brought up concerns for HW and how its being contained. He reviewed our by laws and would like to make sure this info is out and available to the public, including the definition what waste is considered hazardous. It was suggested we look at all our bylaws to make sure they are current and in line with what the state requires. This will become part of our goals as the BOH

Next meeting date falls on 12/24 the offices will be closed due to the holiday, it was decided to cxl this meeting and meet on our next scheduled meeting date of January 14,2020

**Meeting Adjourned: 8:49 PM**

Next meeting date: 01/14/2020

Meeting Min Drafted: Mallory Seamon 12/11/2019

Approved: Catherine Hansgate 1/14/2020

