

# MEETING MINUTES FOR TOWN OF HUBBARDSTON BOARD OF HEALTH

## I. MEETING DETAILS

Meeting Facilitator: Cathy Hansgate  
Secretary: Nancy Perron

Date: 1/10/2023 Time: 7:06 pm

Location: Town offices/Library basement meeting room  
Street Address: 7 Main Street  
City: Hubbardston State: MA  
Zip: 01452

## II. ATTENDEES.

Cathy Hansgate, Chairwoman  
Colleen Higgins  
Liz Putelis  
Judie O'Donnell  
Laurie DeMalia  
Nancy Perron

## III. ABSENCES.

No absentees

## IV. REPORTS.

- A. INTRODUCTIONS: Introduced Nancy Perron to BOH Committee members as BOH/Building Administrative Assistant
- B. REVIEW/APPROVAL OF PREVIOUS MINUTES OF 12/27/2022
  - a. Two spelling corrections: Colleen's first name #7 of minutes, Nancy's last name
  - b. Laurie motioned to approve with corrections. Colleen seconded. All in favor
- C. TITLE 5 – no reports
- D. COVID 19/FLU/RSV/MAVEN UPDATE
  - a. Laurie took 300 covid tests to HCS
  - b. Laurie stated community Health Center informed her there is a shortage of influenza vaccine. Not enough for a clinic. Judie states influenza peak is in February.
  - c. Laurie states Steve Curry called on January 5, 2023. BOH is paid through the current fiscal year which is June 30, 2023. Maven nurse retired. Steve requires a signature from BOH for new nurse to look at our numbers to speak with the epidemiologist. Judie requests background records on the new Maven nurse. Cathy will remind Steve of State of Massachusetts Maven requirements.
  - d. Members thanked Judie for filling out the paperwork for Covid tests, masks, gloves and hand sanitizer.
  - e. Cathy brought attention to mix up of accounts. Cathy has a meeting on January 18, 2023, with Treasurer Sandy Nason and Accountant Kelli P. to go over accounts. The

accounts have been partially corrected. Cathy will address FY-22 and FY-23, then trace backwards. Town Administrator Nate Boudreau raised a question regarding Holden Hospital funds. Judie found a document from 1993 explaining how it was granted to BOH and the percentage of funds. Cathy gave a copy to Nate B. Cathy passed out copies and the original letter. Judie states Dennis has been reviewing the account. 80% should have gone to Fire and 20% should have gone to BOH. From 2010, funds blended. Laurie questioned if we knew where BOH 20% went.

**E. WATER TESTS**

- a. HCS, Hub Market and Giacomo's water reports are in with applications. Everything is satisfactory. Tests completed late October, 2022.

**F. PERMITS TO BE VOTED ON**

- a. Hub Pizza Palace - motion to approve by Cathy, second by Liz, all in favor.
- b. Republic Trash - application filled out incorrectly. Cathy sent letter with new form week of January 2, 2023.
- c. Cathy made list of food permits that still need water tests. Cathy and Nancy will work on letters. Holding a couple of permits to confirm "no tax owed"
- d. Flippin The Bird Mobile food permit – motion to approve by Colleen, second by Liz, all in favor.

**V. UNFINISHED BUSINESS.**

**A. MISSING EL HARVEY PERMIT – will reach out.**

**B. REGULATIONS UPDATE**

- a. Judy working on bylaws
- b. Bylaw on noise – Judy will bring in and update
- c. Bylaw on odor – Judy will try to find
  - i. Judy noticed articles reference back to State Laws
  - ii. Colleen – question on noise, level of noise
  - iii. Laurie questioned that bylaw had been updated. Where are they?
  - iv. Cathy stated over past Summer the updates were lost off of Mallory's computer when something happened to the computer
  - v. Colleen and Judy have noise regulations at home
  - vi. Massage parlors handled by State, licensed and inspected. Complaints should be addressed to BOH
  - vii. Cathy states BOH should have a statement saying Zoo's, etc. are under State but BOH has rights and authority for complains as part of our jurisdiction.
  - viii. Environmental Health – odor, noise, septic systems
  - ix. Personal Health – tobacco

**C. CANNABIS ODOR UPDATE**

a. Cathy read MAHB handbook. Noxious situations, we are missing one point. Need three points (recommended) and follow guidelines. BOH has the legal right to shut down. Cannot be contested.

- b. Letter will be updated and brought before board at the next meeting.

- c. Cathy will give each board member a folder with full copy of legal codes.

When someone leaves the board, the folder is required to be returned to the board for the next member.

**D. PUBLIC HEALTH NURSE**

- a. Holding off – covered through Mavin update

**E. SEPTIC/ENGINEERING REVIEWS**

- a. Phil Leger approved the following on January 10, 2023
  - 1. Hale Road, Lot N13
  - 2. Lombard Road, Parcel B
  - 3. Moosehill Circle – already presented to board, brought back for Cathy to sign off
  - 4. 119 Old Westminster Road
  - 5. 53 Underwood Road
- b. All accepted, Cathy signed off on all five reviews

**V. NEW BUSINESS.**

**A. RECORD KEEPING REQUIREMENTS**

- a. Held for 7 years
    - 1. Infectious disease
    - 2. Influenza
    - 3. Vaccine record
    - 4. TB
    - 5. Maven reports
  - b. Land Use Folders – 28 boxes went to be scanned: Streets A-M at Kyocera
  - c. Grant money and ARPA funds expire on June 20, 2023
  - d. Cathy has email out to MAHB for legal opinion on retaining paper copy after scanning.
  - e. Requested TA to be present at next meeting to explain scan process
- B. MAHB Legal Handbook – hard paper copy

**VI. OTHER.**

- A COMPLAINTS – no new complaints. 248 Gardner Road and 91 Hale Road remain open

**B. TURNOVERS/RECEIPTS/FINANCIAL REPORTS**

- a. \$150.00 MAHB, Jan 9 invoice, due October 13, 2022
- b. \$50.00 Labybug Farm food inspection done by Richard Stevens
- c. Phil Leger invoices
  - i. \$
  - ii. \$
  - iii. \$

- d. Motion by Cathy to pay five (5) invoices, second by Laurie. All in favor.

**C. REAPPROVE INSPECTORS FOR 2023 – THE GUIDELINE IS EVERY JANUARY**

- a. Phil Leger, Sanitarian/engineer reviews
- b. Richard Stevens/backup sanitarian and back up for food inspector (Cathy)
- c. Cathy Hansgate/food inspector (volunteer, not paid, to avoid conflict of interest

- d. Motion by Cathy to reapprove inspectors, second by Colleen. All in favor.

**D. 14 PITCHERVILLE RABIES NOTIFICATION**

- a. Notice of bite wound – rabies negative. Postmarked 11/16/2022 – brought back to meeting for Cathy to sign off as was not signed off at previous meeting.

**VII. ADJOURNMENT.**

A. Motion made to adjourn by Cathy Hansgate at 8:38 pm, second by Colleen Higgins.  
Meeting adjourned.

**VIII. EXECUTIVE SESSION**

A. Will not have executive session. Need to post on agenda stating reason for executive session.

Minutes submitted by: \_\_\_\_\_ Print Name: Nancy Perron

Approved by: \_\_\_\_\_ Print Name: \_\_\_\_\_