

# MEETING MINUTES FOR TOWN OF HUBBARDSTON BOARD OF HEALTH

## I. MEETING DETAILS

Meeting Facilitator: Cathy Hansgate  
Administrative Assistant: Nancy Perron

Date: 1/26/2023 Time: 7:07 pm

Location: Town offices/Slade Building  
Street Address: 7 Main Street  
City: Hubbardston State: MA Zip: 01452

## II. ATTENDEES

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

## III. ABSENTEES

No Absentees

## IV. REPORTS

### A. REVIEW/APPROVAL OF PREVIOUS MINUTES OF 1/10/2023

- a. Corrections for spelling/typo changes. Bylaws changed to regulations throughout report.
- b. Cathy motioned to approve with corrections. Colleen seconded. All in favor. Cathy will sign off on the amended copy.

### B. COVID 19/FLU/MAVEN UPDATE

- a. Laurie reports four more covid cases at HCS in two weeks. No RSV or influenza.

- b. Received a reply from Steve Curry regarding Maven. Of the two possible hires, neither are nurses. One is an epidemiologist and not sure on credentials of the other possible hire.
- c. Cathy questioned if we don't have a nurse, where does that leave us on followup calls? Waiting for confirmation from Steve.
- d. A thank you from the school nurse for the hand sanitizer, masks, gloves, wipes, spray bottles, alcohol wipes. Alcohol wipes were past expiration but still effective.
- e. Cathy has state licensure to include in the state report.
- f. Two dozen Covid test kits were brought to the Senior Center. Free Covid test kits are available in four places: The senior center, the library, basement offices of the library and the Slade building.

C. TITLE V REPORTS - None

D. WATER TESTS

- a. Ron Burton water test - all normal

E. PERMITS (food) TO BE VOTED ON/SIGNED

- a. Hub Town Diner - Food Est./Milk & Cream
- b. Sunflower Pastry - Residential Kitchen
- c. Hub Market - Food Est./frozen Dessert & Ice Cream/Milk & Cream
- d. One Stop - waiting on tobacco permit
- e. Peaceful Acres - Food Est

Cathy made a motion to approve. Colleen seconded. All in favor.

F. PERMITS (trash, septic, installer) TO BE VOTED ON/SIGNED

- a. Installer permit - William G. Schulze, West Townsend
- b. Installer permit - JPC Septic, Rutland
- c. Septic hauler - J.D. Helgerson Excavating, Charlton
- d. Res/Comm trash hauler - Republic Services, corrected application
- e. Res/Comm trash hauler - EL Harvey - waiting for check and application

Cathy made a motion to approve. Laurie seconded. All in favor.

Nate had a question as to whether the Town of Hubbardston had a preferred trash hauler with a discounted price. Discussion ended with members suggesting there is no preferred trash hauler.

G. OLD BUSINESS

- a. Bylaws update (see below)

H. BYLAWS UPDATE

- a. Bylaws Update changed to Regulations Update
- b. Judie going through the regulations working from 2006, finishing tobacco, did not put in tattoo parlors
- c. Cathy suggests reading as "homework" as there are many topics to discuss

- d. Massage parlors are inspected by the state.
- e. Nate offered to send all new regulations to legal for review
- f. Cathy and Nancy to check on local massage parlor
- g. Judie stated that a tobacco group from Fitchburg sent regs. We need regs for smoking in a public area. Mallory had a note indicating 500'
- h. Need to look at Vaping - definitions.
- i. Need a list of fees and fines.
- j. Laurie asked if we needed to post? Does it apply to the rec field? The playground? Special regs for smoking near school
- k. Judie asked if we want to include tattoo parlors?
- l. Nate suggested it falls upon state law.
- m. Cathy suggested the primary goal is to abide by state rules.
- n. Judie on reg on odors - sent a blurb to BOH people she works with, got nothing back.
- o. Cathy states odors are considered a nuisance. Must consider the health and well being of people. BOH has the legal right to address. BOH needs a minimum recommended or suggested number of complaints before making an issue of odors.

#### I. CANNABIS ODOR UPDATE

- a. Updated original letter that needed two additional points in the letter. The letter can not be contested. Cathy has copies of new letter and read outloud. Are we calling this cannabis or marijuana? Decided it is one in the same. Cathy will re-right the last sentence.
- b. Nate is concerned about the letter seen as retaliation.
- c. Nate read the email that was sent to the town employees/town boards that was sent out two weeks ago.
- d. Cathy states the odor issue is a separate issue. Issue has been slowly addressed, trying to consider valid businesses. People attended the meeting in September with complaints.
- e. Laurie suggests updating to paragraph two to include the process since October.
- f. Colleen suggests looking at a video of the meeting.
- g. Cathy addresses the second paragraph.
- h. Nate suggests sending it to legal counsel at no cost to BOH. Discussion ended with not going to legal counsel.
- i. Cathy re-read the letter with corrections.
- j. Cathy asks for a motion to approve. Colleen makes motion. Judie seconded. All in favor.
- k. Cathy thanks everyone for their patience.

#### J. PUBLIC HEALTH NURSE

- a. There was an understanding BOH was getting coverage from Maven.
- b. Table until hear from Steve
- c. Judy suggests we need to follow up and to question epidemiologists.
- d. Epidemiologists often say no need to follow up.
- e. Judie states she never got reports
- f. Laurie questions that BOH is paying for service that is subpar.
- g. Cathy states Maven provides coverage until 6/30
- K. MAHB LEGAL HANDBOOK, RECORD KEEPING
  - a. Updated version, 2021, is missing the second half of documents. 2023 updates provide short guidelines.
  - b. Judie will call
- L. NEW BUSINESS
  - a. Nate to discuss laserfiche (Kyocera)
  - b. Predecessor Ryan McLane got a grant from Baker Administration. Grant covers a wide variety of different issues municipalities have in upgrading IT protocol. One of the largest issues are files with excess paper on town wide level. Need to work with Kyocera to get docs on cloud. It is expensive, but no taxpayer dollars. Nate will get the dollar amount.
  - c. Public portal will be available in the next couple of months.
  - d. Nancy will be getting trained
  - e. Laurie asked where the files are? On the cloud.
  - f. Cathy suggests EDP/BOH need paper copies/lists. Ex: Senior residents
  - g. Cathy suggests thinking about what, if any, paper copies to keep (certain paper records). It is something to think about - historical records.
  - h. Judie suggests we have some original documents, ex. Septic plans
- M. SEPTIC/ENGINEERING REVIEW
  - a. Phil Leger reviewed 52 Lombard Road, Parcel B, then submitted to Con/Com. The Septic plan does not meet setbacks. The plan has been turned over to Title 5/DEP. The plan has been modified pending with approval from the state. It is on hold. Will notify owners on Monday. No place on site to meet requirements.
- N. COMPLAINTS - No new complaints
  - a. 248 Gardner Road - Laurie asked if the town can fine property owner
  - b. Possible lien
  - c. Turned over to the Building Department.
  - d. 91 Hale Road - Town in legal dispute over getting ownership of property
- O. TURNOVERS/RECEIPTS/FINANCIAL REPORTS
  - a. Cathy met with Sandy last week. Printed the last two years of BOH accounts. Will meet with Sandy and Nate to look over BOH revolving and Septic Revolving

- b. The dumpster at the recycling center (Republic) is coming out of the recycling account. Cathy spoke with TRavis as the dumpster should be coming out of DPD.
- c. Pay receipt for Phil Leger \$400.00 for percs done on Old Westminster and Worcester Road. Pay receipt for Cathy's office supply purchases from Staples in the amount of \$72.36
- d. Judie made a motion to pay receipts. Laurie seconded. All in favor. Cathy abstained.

P. UNEXPECTED SUBJECT

- a. Holden Hospital discussion
- b. 1993 letter voted on by BOS. Town had discretion of the funds. Nate questioned where the letter is stating that BOH was to receive any of the funds. He will talk with Town Clerk to look for the annual book
- c. 75% of BOH manual is Public Health - members looking to expand their direction to include more public health initiatives

Q. ADJOURNMENT

- a. A motion was made by Cathy to adjourn. Laurie seconded