

Board of Health
September 11, 2018
Library Conference Room
Meeting Minutes

The Board of Health Meeting was called to order at 6:05 PM in the Hubbardston Library Conference Room located in the library basement by Cathy Hansgate, 2nd by Kate Saab.

Present:

Cathy Hansgate, Chair
Bill Homans, Vice Chair
Kate Saab, Member

Approve meeting minutes from August 28, 2018

Bill Homans motioned to approve, Cathy Hansgate 2nd. All Approved.

Upon review of the Agenda, it was noted that certain open items and issues seemed to not be listed. Board discussed and would ask the clerk to keep all open items listed as other business in the future. Items that should be present on all Agendas include, open inspections, open complaints, open issues and failed systems.

2 failed systems – 4 Gardner Rd., 10 Main St.

Open complaints – 43 Morgan Rd., Brigham St, 33 Main St.

Board would like clerk to research history of complaints with 43 Morgan Rd. as well as status of property with building inspector records.

No Title 5 reviews

No Permits to review

Other Business:

Make decision on Health Agent

Board had open discussion of benefits, costs and risks associated with bringing in a Health Agent.

Motion was made by Bill Homans to vote on the hiring of Jennifer Susan Roy, as an on call and ad hoc health agent to assist the board in performing inspections, on request. For the initial 6 months, the board requests joint inspections be scheduled with Jennifer Roy and an available/certified board member. 2nd by Cathy Hansgate. All Approved.

Motion was made by Bill Homans to continue services of an engineer to review all septic system plans as previously done in the past. 2nd Cathy Hansgate. All Approved.

Review Fee Schedule – in the last meeting, the clerk had an action item to research comparable towns and their respective fee schedules, no responses have yet been received, so this item will be reviewed when research has been completed.

Set up a quarterly rotation for attending the MPH N meetings – Bill Homans made a motion to table this item until the next scheduled board meeting, as no schedule information is available regarding this meeting. 2nd by Cathy Hansgate. All Approved.

Talk about random Title 5 inspections – Discussion was held regarding Title 5 inspections, random inspections, payment and fees for inspections. No motions made.

New Business:

Review the Accounts Payable Payroll Voucher Authorization form. - All members signed to the effect that the board of health clerk, Kelly Parker, have authority for payroll vouchers. Bill Homans made a motion that Cathy Hansgate be added to the same list and have the same authority. 2nd Kate Saab. All Approved.

Reviewed Bulletins and Procedures: MPH N Bulletin; Housing and Safety Bulletin; Town of Hubbardston Accounting Procedures meeting notes.

Discussed upcoming and pending food safety inspections: Rod & Gun, LL Sweets, Jordy Lane, First Unitarian (November) – Cathy Hansgate noted she is to schedule these.

Motion made to adjourn at 7:00 PM, 2nd Cathy Hansgate, All Approved.

Meeting closed at 7:00 PM

*Approved 9/25/18
C. Hansgate*