

Board of Health
January 8, 2019
Library Basement Conference Room
Meeting Minutes

The Board of Health meeting was called to order at 6:30 p.m. in the Hubbardston Library Conference Room located in the library basement by **Bill Homans and 2nd by Cathy Hansgate.**

Present: Cathy Hansgate, Chair
Bill Homans, Vice Chair
Kate Saab, Member
Kelly Parker, Clerk

Approve meeting minutes from December 11, 2018
Bill Homans motioned and Cathy Hansgate 2nd. All approved.

Signed permits:

Hubbardston Rod & Gun Club **Food Establishment 2019**
Hubbardston Market Food, **Milk Frozen and Tobacco 2019**
Westfield Farm **Food Establishment 2019**
Hubbardston One Stop **Food, Milk, Frozen and Tobacco 2019**
Bittersweet Homestead **Residential Kitchen 2019**
Giacomo's **Food Establishment and Frozen 2019**

All were approved and signed.

Passed Systems:

Failed Systems:

10 Main Street

Open Inspections:

10 Main Street- We will run this by Jennifer R. at the next meeting. We would like to offer them a Septic Loan.

43 Morgan Road- We will continue to follow up on this property and keep everyone up to date. Kelly will call Monica at the Attorney Generals Office and ask about this property for Abandon Property.

Open Complaints:

Open Issues:

The Board discussed protocol for when property inspections are to be done when a complaint is received and everyone agreed this needs to be in writing so we can document and track it. Kate reiterated that we do not need to have a complaint in order to inspect a property according to MGLC S112. The procedure will be contact the office so documenting and tracking can be done but as a board we may need to inforce the law according to MCL C S112. We will seek Jennifer R.'s advice at the next meeting.

Other Business:

MPHN meetings are already attended by Jennifer R. so we will get updates from her.

Recycling Grants' – Bella is working on this the Board asked that she comes in and speak with us on how we could open more than one time a month. Bella is also going to get three bids for electrical at the center and report back at the end of February.

Budget- Keep the same with the exception of a raise for Kelly P.

Outdoor Boiler Policy was reviewed and Kate S. will put finishing touches on the policy and we will review the final draft at our next meeting.

Share Inspections with Jennifer R. – Tabled to next meeting

Bill Homans motioned and Kate Saab 2nd. All approved.

New Locks- Voted to purchase lock bars and one key pad locks.

Bill Homans motioned and Cathy Hansgate 2nd. All approved.

New Food Codes – Kelly P. will compare the old and new codes and make up labels to put on our old forms.

Annual Reports are due by February- Kelly P. will pull last years and forward to the board so they can begin the report.

Bill Homans motioned and Cathy Hansgate 2nd. All approved

Board of Health Clerical Business:

Janice Terry for Emergency Management called all board members and reported that we had a successful drill. The next step is to coordinate with the school for an Emergency Dispensing Site walk. We will discuss at the next meeting.

Joan Hamlett is our Tobacco Control Agent and she will be at the next meeting to go over her role. Kelly P. will confirm her for 7:15

Bill Homans motioned and Cathy Hansgate 2nd. All approved

New Business:

Motion made to adjourn the meeting at 7:43 pm All in favor, Motion carries.

Respectfully Submitted by Kelly Parker

Approved: _____ Date: _____