

Hubbardston Board of Health  
November 8, 2011  
Minutes  
Library Conference Room

Meeting opened at 7:30PM in the Library Basement Conference room.

Present: Tom Larson, Chairman  
Randy Mizereck, Vice Chairman  
Hayden Duggan, Member  
Laurie Pearson, Clerk

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| <p><b>Motion: Hayden Duggan</b>                      <b>Second: Randy Mizereck</b><br/>Motion was made to accept October 11, 2011 minutes as is.<br/>All were in favor. <b>POA: Hayden will write minutes for 9-27<br/>and 10-25-11.</b></p> |
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**Old Business:**

**Burial - 64 Pitcherville Road:** Tom Larson told the Board he spoke with Interim Town Administrator Brian Bullock who has given Mr. Paul Flint permission to speak with Town Counsel in order to work out issues with burial recommendations.  
**POA: Tom had asked Mr. Flint to keep him updated with the progress, but will call him.**

**Clerk Review:** **POA: The Board will fill out the Performance Evaluation for Laurie Pearson. Tom will meet with Brian Bullock to discuss agreed upon wage increase and additional 3 hours per month.**

**COA Inspection:** Pending

**Freezer Alarm:** Pending

**Tax List:** Pending. The Board discussed that they still did not have betterment paperwork for the SSRP loans.  
**POA: Tom will speak to Brian Bullock.**

**Food Inspection/Rutland Food Inspection Policy:** POA:Randy will fax over the policy Rutland uses, and the Board will adopt an inspection Policy.

**Emergency Planning Committee:** Hayden Duggan volunteered to be the contact for the committee.

**POA: Laurie will let Dennis O'Donnell know.**

**Title 5 - 140 Ragged Hill Road:** Tom updated the Board on the reason for the two conflicting reports. Water had been running for the first report causing it to fail, then the water had then been shut off for a week and the second test passed. He also stated the D-box had not been installed as the property is still bank owned. Valerie Daigle who had performed the first Inspection Report did not return Randy Mizereck's call.

**Emergency Dispensing Site Checklist:** Paperwork from DPH was reviewed.

**State Supplied Vaccine:** An email regarding vaccine was reviewed.

#### **Septic Issues:**

**Complaint - 44 Morgan Road:** Mr. Jim Laroche has concerns regarding the septic system clogging at his apartment.

**POA: Tom and Hayden will go Friday at 8:00AM to inspect. Laurie will contact Mr. Laroche and confirm the time and date.**

**Title 5 - 23 Natty Pond Drive:** Reviewed by Board. Conditionally passed but needs a D-box replacement.

**DCR Rulings - Lot 140/6/154 and Lot 140/6/15 Old Westminster Road:** Reviewed

**LUA - 24 Main Street:** Plan and LUA Application were reviewed.

**POA: Laurie will send plans to Matt Hopkinson and Board will re-review at the 11-22-11 meeting.**

**Vouchers:**

Clerk & Recycle Employee Wages, SWANA Conference, Staples, Hubbard Engineering, and GreenCycle vouchers were reviewed and signed. The NACCHO membership voucher was not signed as the Board did not wish to renew it.

**Permits Signed:** No Permits were signed.

**New Business:**

**Tammy Lussier - Massage License:** Massage Licenses are now handled by the state.

**MDPH Immunization Program - 2012 Enrollment:** The Board reviewed and would like Judie O'Donnell of Wachusett Medical Reserve Corp to complete as they handled the flu clinics.

**POA: Laurie will keep for Judie and email her a copy.**

Laurie also showed the Board a contract from U Health Solutions (formerly Public Sector Partners) that needs to be signed by the BOS.

**POA: Laurie will check with Sandra Knipe to see if she will help with vaccine forms and review the U Health Contract. She will also check with Lynn in Rutland about vaccine forms.**

**FY '13 Budget:** Tabled until the 11-22-11 meeting.

**POA: Tom will check with Brian regarding wage increase and additional hours when completing budget for FY '13. Laurie will check with Sandra Knipe to discuss memberships she would recommend that the Board continue.**

**Conservation Commission Sign Off:** Laurie spoke with clerk Lucinda Oates about the need for property owners to get Conservation Commission sign off on BOH forms which was added per a request from Carol Burke. The Board felt that it was not necessary as Lucinda stated to Laurie that for septic repairs due to a Title 5 failure, the application wouldn't need the sign off as the repair would have to be done by law. As for new septic systems, Lucinda had stated that Conservation would become aware when at the Building Permit stage.

**Motion: Hayden Duggan                      Second: Randy Mizereck**  
Motion made to take the Conservation Commission sign off line off of the BOH form.

**Permit Fees:**

**Tanning Permit:**

POA: Randy will check to see if the state or BOH oversees.

**PJ's Diner:** POA: The Board agreed to refund an overpayment of \$10.00 to PJ's diner from last year due to lack of change, in order to begin fresh with the permitting process for 2012.

Hayden Duggan recommended the BOH review the fee schedule early next year.

Town Charter Committee Draft: Laurie showed the Board a copy of the draft and informed them of the possibility of a 5 member Board.

**Motion: Hayden Duggan                      Second: Randy Mizereck**  
Motion made to inform the Charter Commission that the BOH does not recommend increasing the Board to five members.

**Motion: Hayden Duggan                      Second: Tom Larson**  
Motion made to close meeting as there was no further discussion. All were in favor. Meeting adjourned at 10:00PM.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_