

**Hubbardston Board of Health**  
**May 14, 2013**  
**Minutes**  
**Library Basement**

Meeting called to order at 7:11 p.m. in the Hubbardston Library Conference Room located in the Library Basement.

Present:       Tomas Larson, Chairman  
                  Randy Mizerek, Vice Chairman  
                  Hayden Duggan, Member  
                  Toni Walker, Clerk  
Guest:         Sara D.

**First Order of Business:**

Sara D. came in to present more of the Emergency Preparedness Plan (EPP). We discussed the Individuals Requiring Additional Assistance (IRAA). There is a need to find out who exactly needs assistance, what kind of assistance they need, what their condition is, etc. Hayden would like to have our intern come up with a form that could be used when someone goes out to meet with these people so that we have the necessary information in our records. Also discussed was the unaccompanied minor who would be requesting treatment. The minor must be referred to Medical Evaluation for a screening and decision on disposition. If there is an unaccompanied minor picking up medication for a household, the minor will be sent for a Medical Evaluation for screening and a decision on disposition. Every effort will be made to contact and obtain consent from the minor's parent or legal guardian.

Prophylaxis of Essential Personnel is imperative. The Board of Health needs to make sure that the essential personnel has their families taken care of so that they are able to take care of everyone else. We need to keep a beginning inventory balance, what we receive, total doses administered, and have an ending inventory. The Board of Health will train a minimum of two staff members per shift for keeping track of supplies, medical waste, etc, and this must be done electronically as well as a hard copy. Sara explained that the local Boards of Health are required to exercise their EDS plans, review it, have drills and exercises etc. Also, we need to have a way in place to get information out to the public with press releases, service announcements, etc. We should designate a Public Information Officer or Designee as contact for the media. We need to have a unified response. Sara also stated that it is imperative that we have several board members sign up for HHAN.

**POA: Toni will sign up Tom and Hayden for HHAN. Sara will be put on the June 11, 2013 meeting.**

**Cauldron Farm:**

Bella and Raven Kaldera sent in a packet which had a water analysis, a drawing of the campsites which the numbers will be etched on rocks so that anyone going to visit will be able to see where each campsite is. The Board agreed that the Kaldera's are meeting the requirement set before them at the last meeting and we will invite them in to the next meeting so they can continue to update us.

**Landfill:**

Landfill testing was completed and Scott Johnson sent us the report. We spoke with Michael Penney of DEP. Michael stated that we need to get through two full years of testing before we can ask for a reduction in testing.

**PJ's Diner:**

Hayden Duggan went back to PJ's Diner after a complaint was received at the Board of Health office. Upon inspection, Hayden stated that everything was fine. The temperatures were as they should be and the restaurant was clean as were the restrooms.

**POA: Toni will email the person who complained to let them know of our finding.**

**Motion: Hayden Duggan**

**Second: Tomas Larson**

Motion was made to approve the April 9, 2013 minutes with no corrections. All in favor. Motion carried.

**Intern:**

Hayden Duggan suggested we invite our intern Jennifer Pistole to one of our meetings and we will come up with a plan of action for her while she is with us.

**Motion: Tomas Larson**

**Second: Hayden Duggan**

Motion was made for anyone who makes jams/jellies if they are licensed in another town, they only need to bring in a copy of their current license to us and they will be all set to sell in this town with no fee charged by us. All in favor. Motion carried.

**Motion: Hayden Duggan**

**Second: Randy Mizerek**

Motion made to adjourn meeting as there was no further discussion. Meeting adjourned at 9:00 p.m

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

Date: \_\_\_\_\_ 5-28-13

