

The Commonwealth of Massachusetts



BOARD OF HEALTH

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January 11, 2024 Minutes for Hubbardston Board of Health
Meeting time: 7:00 pm
Meeting location: Slade Building, 7 Main St., Hubbardston, MA

1) Call To Order at 7:08 pm - This meeting is being recorded and broadcast live.

a) Attendees

- i) Cathy Hansgate, Chair
- ii) Laurie DeMalia, Assistant Chair
- iii) Judie O'Donnell, Member
- iv) Liz Putelis, Member
- v) Nathan Boudreau, Town Administrator
- vi) Kelli Pontbriand, Town Accountant (via zoom)
- vii) Mark Daniels, Citizen

2) Review and approval of 12/12/2023 meeting minutes.

a) Noted Corrections:

- i) 3c: Add timeline of Hep A outbreak *2018 - 2020; 563 cases, and mostly in Boston*
- ii) D: change "excellent" to "excellence"

b) Laurie motioned to approve, with two changes

c) Liz seconded

d) All in favor

3) Cathy changes agenda order to move forward to item 13a.

a) Discussion of BOH accounts.

- i) Last spring Cathy (BOH Chair) noted that the BOH septic account was in the red. At this time, she sought counsel from Nate (TA) about what steps to follow to remediate the deficit.
- ii) In December, a review of BOH expenditure reports led to Cathy noting that the revolving account had decreased significantly from a balance of \$20509.67 to a balance of around \$4000.00.
- iii) A meeting between Cathy, Nate, Judie (BOH member), and Nancy (BOH clerk) resulted in Nate consulting with the town accountant (Kelli) to clarify the decrease.
- iv) Emails exchanged following the meeting noted that monies from the BOH vaccine fund were used to cover a shortage in the BOH septic fund because this account could not remain in the red. Prior to moving the money from one account to the other Nate notified Cathy at her BOH email address and cc'd Nancy on the email. Cathy did not receive the email. Nate did not follow up when he did not receive a response.
- v) BOH members did not have the opportunity to discuss or vote on the movement of the funds.
- vi) Funds in the BOH vaccine account were earmarked funds for town nursing costs and vaccination clinics, per vote at town meeting 2019. The account had an original balance of: \$18,876.09. BOH used \$618 to purchase equipment for vaccine clinics.

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- vii) It became clear to Kelli early in the year that funds needed to pay the inspector could not be justified on the revenue side. What the inspector would provide for billing at the time gave a vague address and timeframe of the inspection without a permit number. Without matching documentation, it became nearly impossible to reconcile all accounts. Prior to moving the funds Kelli spoke with Nate and told him there was nothing more she could do to reconcile the accounts.
- viii) Suggestions for remediation of funds in the Vaccine Fund account:
 - (1) Change the funding source for the state mandated, biannual, testing of the closed landfill site (\$9800, annually) from the BOH revolving account to another town account.
 - (2) At Town Meeting, ask the town to vote to use free cash to cover the deficit. Kelli states that the town is not currently in a financial position to do this.
- b) Additional Discussion:
 - (1) Cathy would like to review payroll paid out to Mallory (previous clerk) in FY20 (\$1065.74) and FY21 (\$3277.94).
 - (2) Kelli is unable to access accounting software used prior to FY20. She will reach out to tech support to continue to try to access software and follow up on what is discovered once connected.
- c) Holden Hospital Money Discussion:
 - (1) Kelli has documentation from 11/29/1994 that states that legitimate expenses for the money from the Holden Hospital account are: "to contribute to the cost of emergency services and transportation, emergency communication costs and facilities or local or regional ambulance services, to contribute to the cost of operating any emergency medical technician or paramedic transport service or equipment. To contribute to the cost of training and educating emergency medical technicians or paramedics." She will scan this document and send to Cathy for BOH files.
 - (2) Cathy is pursuing court documents filed in Worcester County regarding this account. Will follow up with the Board.
 - (3) Judie states that the town voted that the money be split with the BOH at town meetings. Nate has not seen a record of these votes.
 - (4) Nate acknowledges that there is a draft document stating that money should be allocated to the BOH as well, but it is not signed.
- d) Additional Comments:
 - i) Cathy is insulted that monies have been moved many times without the board being consulted. It is clear there have been ongoing misappropriations of funds.
 - ii) Nate does not appreciate the way information was communicated between town employees and the BOH. Nate states that it is not his or Kelli's fault that accounts were not well monitored prior to them being employees. Accounts cannot remain in the red.
- 4) Covid 19 / Flu / Maven Update
 - a) Covid / Flu cases are not being reported in Maven.
 - b) MPH N is still monitoring the account.
 - c) There have been 22 covid cases since 6/1/2023, and 8 flu cases since 12/1/2023 (6 pediatric, under 18)
 - d) Judie reports that current covid strain seems to be spreading quickly but that those who have contracted it are getting over it quickly and with mild symptoms. Judie urges everyone to get both the covid and flu vaccines.
 - e) There has been a 16% increase in hospitalizations for covid in MA. The yearly flu peak is typically 2/14, so we should expect a continued increase until that time.
 - f) Maven MIIS Training:
 - i) Laurie attended

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- ii) There should be at least two people with access to MIIS
 - (1) Judie needs to log in and add people.
 - iii) This was a training on how to utilize the MIIS system, how to run reports and gain information.
 - g) Local BOHs Webinar
 - i) Laurie attended
 - ii) Information about Elder Protective Services,
 - iii) Information on how to set up warming centers.
 - h) Laurie received an email from the vaccine clinic coordinator at Community Health Connections. They are able to provide clinics for the town. Laurie will respond that we do not have a need right now - will reach out when we do.
- 5) Title V Reports / Perc Tests
- a) 1 Dogwood Road South, passed, reviewed and signed.
 - b) 46 Dogwood Road North, passed, reviewed and signed.
 - c) 53 Dogwood Road North, passed, reviewed and signed.
 - d) 5 Ragged Hill Road, passed, reviewed and signed.
 - e) 48 Gardner Road, passed, reviewed and signed.
 - f) 7 Williamsville Road cut-off, fail, reviewed.
- 6) Water Tests / Well Completions forms
- a) Sanitary Survey Report for Silverleaf Hollow from DEP,
 - i) Number of outstanding actions they need to take, we should expect follow up by April for correction of deficits in their system.
- 7) Wastewater Tests
- a) 5 Navajo Street – review of paperwork for FAST system
 - i) ~~Follow up from system alarm. Issues remediated.~~ *error, delete*
- 8) Permits to be voted on/signed
- a) Installer Permits
 - i) American Site Corp, approved, signed.
 - ii) Hakala Brothers, approved, signed.
 - iii) Wachusett Landscape, approved, signed.
 - b) Residential & Commercial Refuse Permit
 - i) Republic Services, approved, signed.
 - c) Septage Hauler Permits
 - i) Wind River Env – approved, signed.
 - ii) Lawrence Septic – approved, signed.
 - iii) L.R. Favreau – approved, signed.
 - iv) F.A. Moschetti - approved, signed.
 - d) Food Establishment Permits
 - i) QRSD - approved, signed.
 - ii) Savu Birra – approved, signed.
 - iii) Shubh Laabh, Hubbardston One Stop Shop – approved, signed.
 - e) Residential Kitchen Permit
 - i) Studio Macarons – approved, signed.
 - f) Food Establishment, Frozen Dessert & Ice Cream, Milk & Cream, Retail Tobacco Permits
 - i) Hubbardston Market - approved, signed.
 - g) Food Establishment, Residential Kitchen Permits
 - i) Rietta Ranch – approved, signed.
- 9) Open septic plans/Engineering plans review
- a) 53 Barre Road
 - i) Approved on 11/4/2021 – BOH did not review at that time.
 - ii) Reviewed and signed.

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10) Old Business:

- a) Nursing position
 - i) Judie spoke with the selectboard in December about the position
 - ii) As a result of the financial discussion at the beginning of this meeting - need to table the position, as there are not funds to pay for it at this time.
 - iii) Judie will continue to cover Maven coverage to the town on a volunteer basis. Will not contract with MPHJ for this service at this time.
- b) Massachusetts Behavioral Health Helpline
 - i) Approved to be put on the town website.
 - ii) Cathy / Nancy to fill out paperwork to put it on the sign at the gazebo.
- c) HCS Sanitary Survey Report – update from TA via email
 - i) Nate: met with them on 12/11,
 - ii) Some administrative issues in the report and they will keep us updated.
- d) Training updates: for NIMS/ICS
 - i) Members: continue to work on these trainings and give certificates to Nancy.

11) New Business

- a) Appointment of inspector to handle complaints
 - i) Laurie motioned to nominate Cathy as Inspector for Complaints, Food Inspections, and Housing on a volunteer basis.
 - ii) Liz Seconded
 - iii) All in favor.
 - iv) Cathy to complete a training for housing inspections 1/25/2024, she is up to date on training for food inspections.
- b) Public Health Intern
 - i) Notice to apply for a public health intern was sent to the board. Cathy will fill out application.

12) Complaints

- a) Odor complaint made on 1/18/2024, Cathy investigated on 1/10/2024. Resident is scheduling the pumping of septic tank.

13) 13) Turnovers/Warrants for approval/Financial Reports

- a) Turnover FY24-6 amount of \$2,230.00
- b) Turnover FY 24-7 amount of \$2,766.00
- c) Turnover FY24-8 amount of \$1,875.00
- d) W14 - \$78.68 paid on 1/4/24
- e) W15 - \$50.00 to be paid on 1/18/24
- f) Discussion of account numbers:
 - i) Not clear from financial reports which account is listed. Suggested that we have accounts labeled with a name.

14) Next meeting date (Tuesday, January 23, 2024 at 7:00 pm meeting in Slade Building)

15) Adjournment 9:13 pm, Seconded by Laurie

*Approved w/corrections
and addendum of Summary
of Revolving, Septic &
BoH General fund
1/23/2024
C. Harte*

BOARD OF HEALTH REVOLVING SUMMARY FY 2020 TO CURRENT			SEPTIC REVOLVING SUMMARY FY 2020 TO CURRENT		
Starting Balance	\$	14,490.00	Starting Balance	\$	-
Closed Vaccine Revolving	\$	18,876.09	Deposits	\$	36,199.00
Deposits	\$	26,060.65	Payments Made to Matt Hopkinson PE	\$	(4,725.00)
Payments Made to Amazon	\$	(808.67)	Payments Made to Philip Leger	\$	(16,775.00)
Payments Made to Capital One	\$	(16.89)	Payroll Paid to Tim Newton	\$	(14,255.00)
Payments Made to Cathy Hansgate	\$	(691.42)	Current Balance as of 1/10/2024	\$	444.00
Payments Made to City of Fitchburg	\$	(5,400.00)	GENERAL FUND BOH FEES SUMMARY FY 2020 TO CURRENT		
Payments Made to City of Gardner	\$	(513.00)	FY 2020	\$	1,162.00
Payments Made to EL Harvey	\$	(1,483.61)	FY 2021	\$	16,423.60
Payments Made to Gatehouse NE	\$	(96.30)	FY 2022	\$	6,734.00
Payments Made to Gov Connection	\$	(1,383.40)	FY 2023	\$	6,465.50
Payments Made to Jennifer Susen Roy	\$	(950.00)	FY 2024 TO DATE	\$	6,829.75
Payments Made to Kenneth Sutherland	\$	(2,125.00)			
Payments Made to MAHB	\$	(300.00)			
Payments Made to Mark Popham RS	\$	(18,362.00)			
Payments Made to Matt Hopkinson PE	\$	(450.00)			
Payments Made to Raw Material Recovery	\$	(1,090.00)			
Payments Made to Richard Stevens	\$	(125.00)			
Payments Made to Robert Meagher	\$	(2,340.00)			
Payments Made to Stasukelis Appliance	\$	(618.00)			
Payments Made to WB Mason	\$	(423.99)			
Payroll Paid to Mallory	\$	(4,343.68)			
Payroll Paid to Tim Newton	\$	(13,195.00)			
Current Balance as of 1/10/2024	\$	4,710.78			