

# LEICESTER BOARD OF HEALTH MEETING MINUTES

January 8, 2008

MEMBERS PRESENT: Christopher Montiverdi, Robin Wood – Debra Rigiero(6:45)

MEMBERS ABSENT:

IN ATTENDANCE: Darlene O'Connor, Director of Health, Eileen Dyson-Alexander

MEETING DATE: January 8, 2008

MEETING TIME: 5.30 PM

AGENDA:

5:30 PM **Bill Review**

A. Payroll: E Dyson-Alexander, Darlene O'Connor

B. Bills: Verizon, Mileage-Darlene,

C. Cheryl Rawinski Nurse, WB Mason, Nextel, Valley Printing

**Approval of Minutes: 12/11/07**

5:45 PM **Board Discussion**

Proposed Fees

6:15 PM **LUA Request: 328 Stafford St – Glenn Coderre**

6:30 PM **Board Discussion**

Outdoor Wood Boilers

7:00 PM **Health Director Report**

A. New Establishment – Natalia's Nook.

B. Mutual Aid Agreement

C. Correspondence – Reverse 911 Thank You

D. Massage Update

E. Budget

---

Christopher Montiverdi, Chairman opened the meeting at 5:30

## **Bills**

MOTION: Ms. Wood moved to accept bills for Nextel and Mileage as presented.

SECONDED: Mr. Montiverdi

DISCUSSION: None

Vote: UNANIMOUS

MOTION: Ms. Wood moved to ratify and accept bills as presented.

SECONDED: Mr. Montiverdi

DISCUSSION: None

Vote: UNANIMOUS

## **Minutes**

MOTION: Ms. Wood moved to accept as presented minutes for 12-11-07.

SECONDED: Mr. Montiverdi

DISCUSSION: None

Vote: UNANIMOUS

## **Directors Report**

A. New Business – Natalia's Nook is now open. It is a new family style restaurant at 865 Main St. All inspections have been completed and a permit was issued.

B. Mutual Aid Agreement – We are now involved in a Mutual Aid agreement with several towns. The Agreement involves the Towns of Auburn, Millbury, Dudley, Webster and Leicester.

C. Correspondence – Guy Glodis sent a Thank you letter to Darlene for attending a meeting for Reverse 911.

- D. Massage Update – A letter was received from the state alerting us that we will no longer be the agency that permits Massage Therapist or Massage Establishments. They will get permitted directly through the State. We will lose about \$1300 in income due to this change.
- E. Budget – The budget is due Friday 11, 2007.
- F. Flu Clinic – We had our third and final flu clinic Monday December 17, 2007. We have had 4 clinics in this calendar year. Cheryl Rawinski will be in Thursday to review the Flu billing with us.
- G. Clothing Allowance – The Health Director put in a request for a 3 season jacket to use while out in the field on percolation tests. It was discussed where to find the town emblem to have put on the jacket.  
Mr. Montiverdi recommended checking wear guard and told Darlene to purchase a jacket.

### **Food Inspections**

A master list is being prepared to have all the Food Establishments inspected. They will all be completed by the end of April.

### **Proposed Fees**

Several new fees have been discussed and reviewed.

Ms. O'Connor presented a new revised fee schedule to be reviewed by the Board members. She has added some wording that refers to MGL for Chapter 111 section 31 and is further investigating if this is needed.

Ms. O'Connor explained all of the new or adjusted fees and asked for input on the posting of such fees in a public space before voting on them.

Mr. Montiverdi asked if anyone could remember a bylaw being passed that allowed us to use the website as a local posting for regulation and fee changes.

Mr. Montiverdi made a contact and asked if MGL Chapter 111 section 31 applied to fee changes and he was told that it did not.

Ms. O'Connor mentioned that she would like to include a new fee for pre-operational inspections for all new Food Establishments of \$100. Also she would like to add in a plan review for all plans submitted for her review to include restaurants, stores and addition plans. She suggested \$100 for that fee.

Ms. O'Connor will research the required posting for new fees and bring back the information to the next meeting for a further discussion and vote.

Debra Rigiero entered the meeting at 6:45.

The Chairman discussed the employment review schedule for the Director, which will take place in June and then again in December.

### **Budget**

The Board of Health is submitting a level funded budget, per the Town's request. Members discussed that 95% of our budget is for personnel cost for the Director, Assistant, Nurse and the Board Members.

Ms. Rigiero asked if our fee income has increased.

Mr. Montiverdi stated that it had and we took in \$53,500 last year with a budget of \$101,000.

Mr. Montiverdi explained that we needed to work to cut in other areas to keep the budget level funded.

Ms. O'Connor has worked out some budget revisions where some money could be cut to keep the budget level. She presented the changes to the board and will enter the new figures in the computer.

Mr. Montiverdi spoke on the revolving septic account that we have used in the past to deposit fee income that the department took in for septic and well inspections. We no longer deposit money into this account and have a left over balance. A proposal was made to the Town to use some of the funds to pay to hook Hillcrest Golf Club into Town Sewerage and to utilize some additional funds to purchase a printer/copier for the Board of Health department. The remainder of the funds will be left in the account for Septic emergencies.

### **Outdoor Wood Boiler Regulations**

Mr. Montiverdi discussed the Regulations previously given to him from Ms. O'Connor. He liked the Tisbury Regulations. He commented on the detail application the Town requires and also questioned whether we should tie our Regulations to our Towns Zoning.

Ms. Rigiero also liked the Tisbury Regulations but thought the setback should be no more than 450 Ft.

Ms. Wood asked what will happen to those that already have these boilers in their yard and do not conform to the new set back a potential new regulation will require.

Ms. O'Connor stated that we could put a clause into the Regulation that allows existing Wood Boilers to have extra time to comply, if decided.

Mr. Montiverdi stated that rather than grandfather those existing systems we could allow them a year to comply with the Regulations or apply for a variance.

Ms. Wood asked if people heat their hot water with these systems.

Ms. O'Connor stated that some do.

Mr. Montiverdi stated we can have a moratorium for the heating season which is from September to June.

Ms. O'Connor stated that we can take individual parts of the regulations we have reviewed and make our own.

Ms. O'Connor explained that the West Brookfield Regulation was just given approval from DEP and that they liked the Regulation a lot.

Ms. O'Connor went line by line on some of the other Regulations to determine what the Board would like to have in our Regulation.

- Seasonal Use from September to June
- Set back from owner home to be 50 feet
- Set back from neighboring structures to be 500 feet.
- Set back from vegetation to be 20 feet
- Owner needs to allow access for inspection
- Violations will be assessed for non compliance
- We will use a purpose and definition boiler plate
- All systems to be permitted and inspected
- Existing systems have one year to comply
- We will use Application from Tisbury Regulations
- Smoke stack height to be two feet above the highest roof eve in the neighborhood with a minimum of 25 feet.

Mr. Montiverdi suggested inviting the Fire Chief and Deputy Fire Chief to the next meeting to further discuss the regulations and get their input.

Ms. O'Connor will prepare a Draft Regulation as a starting point.

MOTION: Ms. Rigiero moved to adjourn the meeting

SECONDED: Ms. Wood      DISCUSSION: None

Vote: UNANIMOUS

Meeting adjourned at 7:45

Next Meeting will be February 12, 2008 at 5:30