



TOWN OF NORTHBRIDGE BOARD OF HEALTH

Aldrich School Town Hall Annex - 14 Hill Street
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The Northbridge Board of Health approved these minutes at a meeting held July 15, 2019.

MEETING MINUTES - JUNE 11, 2019

This meeting was called to order at 7:00 PM by Mr. Paul McKeon, Chairman. Other members present were Mr. Steve Garabedian, Ms. Lani Criasia, Mr. Scott Chase and Mr. Chris Cella. Also present was Jeanne M. Gniadek, Administrator.

Minutes: Motion made by Mr. Cella to accept the minutes of **April 9, 2019**. Motion seconded by Mr. Chase. The vote was 4-0 in favor. Ms. Criasia abstained.

Quaker Street Landfill: Ms. Gniadek informed the Board that EnviroTrac has submitted to DEP the Tier 1 Classification documentation for the landfill. The semi-annual maintenance and monitoring report from Sovereign Consulting is expected any day now.

Ms. Gniadek also informed the Board that EnviroTrac submitted a contract for the semi-annual maintenance and monitoring of the landfill at \$7300 per year, a savings of \$2685 over our current contract with Sovereign. Ms. Criasia questioned whether the scope of work was the same. Ms. Gniadek stated that it is the same scope of work.

Motion made by Ms. Criasia to approve the contract for the maintenance and monitoring of the Quaker Street Landfill, subject to Town Manager review and approval. Motion seconded by Mr. Cella; the vote was all in favor.

Food Establishments – Inspection Policy: The Board reviewed proposed revisions to its food establishment inspection policy due to recent state amendments to the Food Code. Mr. Cella questioned how this would impact establishments – whether more or less would be called to appear before the Board for non-compliance issues. M. Gniadek stated that she would pull recent inspection reports and create a spreadsheet following the proposed guidelines to determine the impact. This matter was tabled to the next meeting.

Food Establishments – Certificate of Merit Program & Inspection Report Posting: The Board discussed whether it was worth continuing the certificate of merit program. Its goal was to encourage establishments to have better reports so that they could get a certificate of merit – the Board did not feel that this was happening.

Motion made by Mr. Garabedian to abolish the Certificate of Merit Program. Motion seconded by Mr. Cella; the vote was all in favor.

The Board discussed whether food establishment inspection reports should be posted on the Board's web site. Ms. Gniadek noted that the new state food code does require that establishments post a notice to their patrons that they may ask to view their most recent inspection report. Mr. Garabedian noted that in Milford the inspection reports are posted.

Motion made by Mr. Cella that effective July 1, 2019 that food establishment inspection reports will be posted on the Board of Health web site. Motion seconded by Ms. Criasia; the vote was all in favor.

Mr. McKeon suggested that a notice be sent to all food establishments informing them that their next inspection report will be posted on the town's web site.

Food Establishments – Concession Stand Permit Application – proposed revisions & fees: The Board reviewed proposed revisions to its Concession Stand permit application. These changes were brought to the Board's attention due to a recent incident where a permit applicant requested an inspection of their concession stand and Ms. Gilchrist found that the stand had not been cleaned since last year requiring her to do a second inspection. It was noted that the Board does not charge the youth sports groups for their concession stand food permit.

The proposed revisions include a Late Fee (for late filing of application) and a non-compliance fee if stand is not thoroughly cleaned and ready for inspection. It also notes the requirement of a Food Handler's Certification when TCS foods are being prepared. Mr. Cella stated that they should also be charged a re-inspection fee. These fees are applicable to all concession stands regardless of whether a permit fee is charged.

Motion made by Mr. Cella to adopt proposed amendments to the Concession Stand application to include a \$10 late fee for applications received less than 14 days prior to opening, a non-compliance fee of \$25 if stand is not thoroughly cleaned prior to inspection and a \$35 re-inspection fee. Motion seconded by Ms. Criasia; the vote was all in favor.

Food Trucks – Fines for Operating without a Permit: The Board noted that due to social media we are becoming more aware of food trucks operating in town without a permit. A discussion took place as to who should be held responsible, the food truck owner/operator or the food truck host.

Motion made by Mr. Cella that the Board of Health institute a \$50 fee/penalty against both the food truck vendor and the food truck host if it is determined that they were operating in or invited to operate at a location in the Town of Northbridge. Motion seconded by Mr. Garabedian; the vote was all in favor.

Civil Site Engineering – Request for Special Municipal Employee Designation: The Board reviewed an email from Margaret Bacon of Civil Site Engineering, the Board's environmental engineer, asking to be designated as a Special Municipal Employee which she states would allow her to do other engineering tasks in town, such as a wetland delineation, without a conflict of interest. The Board tabled this matter in order to obtain an opinion from town counsel.

Mr. McKeon stated that Ms. Bacon should provide the town with certification that she has taken the Ethics Commission Conflict of Interest on-line certification.

Visiting Nurse Association: The Board reviewed the VNA Contract for FY 2020. The contract notes a \$500 annual increase.

Motion made by Ms. Criasia to accept the FY 2020 contract with Salmon VNA and Hospice in the amount of \$7,500. Motion seconded by Mr. Garabedian; the vote was all in favor.

The Board also reviewed the latest Quarterly Report from the VNA for the period January 1, 2019 through March 31, 2019.

Citizen's Forum: *No one present for Citizens Forum.*

Old & New Business: Ms. Gniadek informed the Board that she attended a meeting of the Grafton Board of Health on June 3rd as there were rumors that the Town of Grafton, through its Town Administrator, is seeking to dissolve the **Greater Grafton Medical Reserve Corp (GGMRC)**. The Town of Grafton serves as the host community. Grant funds are used to operate the MRC. So, as host community, they do hire the MRC coordinator but it seems they don't have the authority to just dissolve the MRC since it consists now of 16 local towns and each of these towns would be affected. The Grafton Town Administrator wants the Worcester MRC to take over the 16 towns.

Foppema's Farm: Ms. Gniadek informed the Board that they are seeking to expand their food operation to include soups made from their fresh vegetables. Due to the facility being on a private well, they had discussed using bottled water. Mr. McKeon stated that he had asked that Ms. Gniadek check with DEP to make sure that they can use bottled water for food prep and their well water for cleaning equipment. Ms. Gniadek updated the Board to let them know that Susan Connors from DEP is expected to visit the property on Friday to review their water usage.

Hills Home Market: Ms. Gniadek informed the Board that Ms. Gilchrist has had several issues involving this company over the past couple of years. They obtain one-day food permits to attend events where they prepare samples of their product – usually frozen steak. On several occasions they have not had a certified food manager on site preparing the food. The latest incident occurred at the Wooded by the Food event at the Whittin Community Center on June 8th. Ms. Gilchrist informed Ms. Gniadek that the woman preparing food did not have her food manager's certification. She also stated that the salesman that was present that day was extremely rude, in fact he was instigating others to give Ms. Gilchrist a hard time. He instructed the girl preparing the steak samples to NOT sign the inspection report.

Motion made by Ms. Criasia to send a certified letter to Hills Home Market informing them that if they wish to operate in the Town of Northbridge again then they are to abide by the Board's regulations and will be expected to appear before the Board along with the salesman and the cook that was present at the June 8th Wooded by the Food event to apologize to our inspector. This motion was seconded by Mr. Cella; the vote was all in favor.

Correspondence: The following correspondence was distributed to the Board:

1. DPH – Office of Local and Regional Health (May 21, 2019)
2. CMMCP – June spray dates
3. CMMCP – Ditch Maintenance and Beaver Mitigation programs
4. Court Street – Trash Complaint

There being no further business, motion to adjourn at 7:55 PM was made by Ms. Criasia and seconded by Mr. Chase – all in favor.

Attested by,

Jeanne M. Gniadek, Administrator

List of Documents utilized by Board of Health
Meeting Date: June 11, 2019

A. Meeting Minutes

- 1) April 9, 2019 DRAFT Meeting Minutes

B. Quaker Street Landfill

- 2) Updates – *No documents*
- 3) FY 2020 Contract – EnviroTrac Environmental Services (May 31, 2019) Contract for maintenance and monitoring services

C. Food Establishments

- 4) Inspection Policy – DRAFT of proposed Revisions
- 5) Certificate of Merit/Posting Reports – *No documents*
- 6) Concession Stand Application – DRAFT application with proposed revisions
- 7) Food Trucks – Fines for operating without a permit – *No documents*

D. Environmental Engineering

- 8) Civil Site Engineering/Special Municipal Employee Designation
 - a. Email from M. Bacon (April 29, 2019 – Request for Special Employee Status
 - b. Uxbridge BOH notice of Special Employee Designation

E. Visiting Nurse Association

- 9) Contract for FY 2020 – Contract and cover letter
- 10) Quarterly Report – Quarterly report (January 1, 2019 through March 31, 2019)

F. Old & New Business

- Greater Grafton MRC – Copy of email sent to Town Manager Gaudette (June 4, 2019)
- Foppema's Farm – Copy of Email sent to Lisa Foppema (June 4, 2019)

G. Citizens' Forum – None

H. Correspondence

- 11) Miscellaneous
 - DPH – Office of Local and Regional Health (May 21, 2019)
 - CMMCP – June spray dates
 - CMMCP – Ditch Maintenance and Beaver Mitigation programs
 - Court Street – Trash Complaint