



TOWN OF NORTHBRIDGE BOARD OF HEALTH

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The Northbridge Board of Health approved these minutes at a meeting held February 4, 2014.

MEETING MINUTES - January 28, 2014

This meeting was called to order at 7:00 PM by Ms. Ann Marie Thompson, Board member. Other members present were Mr. Steve Garabedian and Mr. Scott Chase. Mr. Paul McKeon and Mr. Chris Cella were absent. Also present was Jeanne M. Gniadek, Administrator.

Minutes: *The approval of the November 12, 2013 meeting minutes was tabled to the next meeting.*

St. Camillus Renovation Project – Grease Trap Requirement: Present for this meeting was William Graves, President of St. Camillus Health Center, and Kevin Kozak, architect with Cutler and Associates.

Mr. Kozak described the current kitchen facility layout at St. Camillus. He noted that there would be no work done on the existing kitchen due to the Board's requirement that an external grease trap be installed. Mr. Graves stated that the facility already has small kitchen areas, as required by the Department of Public Health, on each level but they are hoping to enhance these into "neighborhood kitchens". The current kitchen facilities are basically a sink, refrigerator and microwave. The food will be prepared in the main kitchen and then transported to the neighborhood kitchens for service to the residents.

Mr. Garabedian stated that he would like to get the inspector's input. Ms. Gniadek informed the Board that the matter of whether or not to require an external grease trap lies with the Board, not the inspector.

It was noted that there was a dishwasher in each of the kitchens. Mr. Graves stated that it would be their intention to scrape and wash the dishes and utensils at the neighborhood kitchens to avoid bringing these items back and forth from the main kitchen. The Board questioned whether a garbage disposal would be required at each kitchen.

After some discussion, the Board agreed that an external grease trap would not be required for the expansion of the existing kitchen areas into the proposed "neighborhood" kitchens.

Jumbo Donut – Request for Reconsideration of Quarterly Inspection Order: Ms. Gniadek informed the Board that owner, Christos Mitkonis, asked that the Board reconsider their Quarterly Inspection Order. The Board reviewed the food establishment inspection reports for 2013. The Board noted that the reports consistently note that the establishment is in need of better cleaning.

Motion made by Mr. Garabedian that this establishment, Jumbo Donut, remain on a quarterly inspection schedule. Motion seconded by Mr. Chase; the vote was all in favor.

Title 5 Inspection – 29 Chipper Hill Road: This matter was tabled to the next meeting as the Board is waiting for a response from Malley Engineering.

Leonardo Estates – Definitive Subdivision Review: The Board reviewed the report of Malley Engineering after his review of the definitive subdivision plans for Leonardo Estates. It was noted that this 18 lot subdivision will be serviced by municipal water and sewer.

Motion made by Mr. Garabedian to accept the report of Malley Engineering and to forward the report to the applicant’s engineer and the Planning Board for their consideration. Motion seconded by Mr. Chase; the vote was all in favor.

Site Plan Review – 4 & 16 North Main Street: The Board reviewed the site plan submittal for 4 & 16 North Main Street for a convenience store with gas pumps. Within the convenience store, a Dunkin Donut facility is also being proposed. The Board noted that the applicant will be required to comply with our food establishment plan review and licensing requirements. A 1,000-gallon external grease trap was noted on the plan.

Motion made by Mr. Garabedian to inform Planning Board that the applicant will need to file a Plan Review application with the Board of Health for each of the proposed food establishments. Motion seconded by Mr. Chase; the vote was all in favor.

Emergency Preparedness – Designation of Public Information Officer (PIO): Ms. Gniadek informed the Board that the emergency preparedness plans require that the Board designate a public information officer. The current PIO is Town Manager Ted Kozak.

Motion made by Mr. Garabedian to designate Town Manager Ted Kozak as the Public Information Officer for the Board of Health. Motion seconded by Mr. Chase; the vote was all in favor.

Compost Site Sticker Fee for 2014: The Board discussed raising the compost site sticker fee from \$15 to \$20 for 2014. **Motion made by Mr. Garabedian to keep sticker fee at \$15 for 2014. Motion seconded by Mr. Chase; the vote was all in favor.**

Landfill Monitoring Report – Fall 2013: The Board reviewed the Fall 2013 monitoring report for the Quaker Street landfill. No further action required at this time.

Board of Health Annual Report: Ms. Gniadek provided the Board with the 2013 annual report for their review. This report will be sent to the Town Manager’s office for inclusion in their 2013 Annual Report for the Town of Northbridge.

Compost Bin Grant – Set Fee for Compost Bin Sales: Ms. Gniadek informed the Board that she would like to set the compost bin fee at \$30 which would allow the Board to purchase an additional 40 bins after the initial purchase of 20 bins which we would be purchasing at \$43 each.

Mr. Garabedian motioned to authorize Ms. Gniadek to offer for sale compost bins for \$30 each. Motion seconded by Mr. Chase; the vote was all in favor.

Old & New Business : None

Correspondence: The following correspondence was distributed to the Board:

- *Memorandum from Rochelle Thomson, Inspector of Animals, re: 2013 barn inspections*
- *Town of Northbridge Sexual Harassment Policy*

There being no further business, motion to adjourn at 7:45 PM was made by Mr. Chase and seconded by Mr. Garabedian – all in favor.

Attested by,

Jeanne M. Gniadek, Administrator

List of Documents utilized by Board of Health
Meeting Date: January 28, 2014

- 1) DRAFT Meeting Minutes of November 12, 2013
- 2) St. Camillus Renovation Project
 - a. Memorandum from T. Gilchrist re: Plan Review – dated November 6, 2013
 - b. Plan of Neighborhood Kitchen #1, Kitchen #2, and detail sheet for equipment
- 3) Jumbo Donut
 - a. Letter from BOH dated April 26, 2012 issuing Quarterly Inspection Order
 - b. Food Establishment Inspection reports for 2013
- 4) 29 Chipper Hill Road
 - a. Email response from Dave Boyer, DEP, regarding conflicting reports
 - b. MLS listing for 29 Chipper Hill Road
 - c. Cover Page of FAILS Title 5 Inspection report
 - d. Cover Page of PASSES Title 5 Inspection report
- 5) Leonardo Estates – Definitive Subdivision Plans
 - a. Report of Malley Engineering – dated January 11, 2014
 - b. Malley Engineering Invoice for subdivision review
- 6) 4 & 16 North Main Street – Site Plan Submittal
 - a. Notice of submittal & Public Hearing from Planning Office
 - b. Site Plan – Guerriere & Halnon Engineering – dated December 19, 2013
- 7) PIO Designation Form
- 8) 2014 Compost Site Hours
- 9) Quaker Street Landfill Monitoring Report – Fall 2013
- 10) Board of Health Annual Report for 2013
- 11) Compost Bin Grant
 - a. Worksheet to determine price point for selling bins
 - b. Grant guidance document
 - c. Earth Machine Unit Pricing sheet
 - d. Sample flyer for compost bin sales
- 12) Correspondence
 - a. Memo from Rochelle Thomson regarding Annual Barn Inspections dated November 30, 2013
 - b. Town of Northbridge Sexual Harassment Policy