



TOWN OF NORTHBRIDGE
BOARD OF HEALTH

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The Northbridge Board of Health approved these minutes at a meeting held May 10, 2011.

MEETING MINUTES - April 5, 2011

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

Minutes: A motion was made by Ms. Thompson to accept the minutes of **March 8, 2011**. Motion seconded by Mr. Cella; the vote was 4-0 in favor. Mr. McKeon abstained.

Trash Hauler Permit 2011 – JOEL Rubbish: Mr. McKeon informed the Board that Joel Carlson, owner of JOEL Rubbish, sent in the \$200 permit fee for a Trash Hauler license but never submitted the application. Several notices and phone calls have been placed to Mr. Carlson but he has not responded. The latest correspondence informed him to be present at this meeting yet he failed to show to explain why he has not completed his license application.

Ms. Thompson made a motion to issue a \$100 fine under the non-criminal disposition bylaws for operating without a permit and to issue an immediate cease & desist to JOEL Rubbish. This motion was seconded by Mr. Cella; the vote was all in favor.

Food Establishment Inspection Reports Review: The Board reviewed the most recent food establishment inspection reports.

Food Establishment Inspections – Health Agent – Pay Rate: The Board reviewed an email from Ms. Terry Gilchrist, Restaurant Inspector, requesting an increase in her pay rate for inspections conducted as a result of a complaint received in the Board of Health office.

The Board asked if the current budget could support this request. Ms. Gniadek informed the Board that it cannot and that she has in fact asked Ms. Gilchrist to limit some of her inspections until later in the fiscal year to be sure that the money is there to support payment to her. Mr. Cella stated that the Board of Health is required to conduct two annual inspections of each establishment and that if that is not being done then the Board is in violation.

Mr. McKeon spoke at length about revolving accounts and suggested that this may be the best way to approach providing her with the requested increase. Mr. McKeon asked that Ms. Gniadek provide him with information relative to the amount of fees collected from food establishments and the amount of payments made to Ms. Gilchrist. He will then approach the Town Manager for an increase in the budget or for further discussion on the establishment of a revolving account dedicated to food establishments where fees collected would be used solely for the purpose of conducting food establishment inspections.

Code of Regulations: The Board reviewed proposed amendments to their code of regulations governing Stabling of Animals and their Schedule of Fees. The final draft of the proposed regulations will be prepared for a public hearing in late spring.

During this discussion the matter of the stable on Hill Street was raised – this matter will be placed on the agenda of the next meeting for a determination on requiring a stable permit.

Zoning Board of Appeals – Special Permit Application – E. Osterman, Inc: The Board reviewed the Special Permit application of E. Osterman, Inc. to expand a propane facility located at 998 Church Street in Northbridge. Said property is located within the Floodplain District.

Motion made by Mr. Chase to recommend approval of this project. Motion seconded by Mr. Garabedian; the vote was all in favor.

Old & New Business: The Board reviewed plans for the expansion of **The Grill**. It was unclear from the application what the proposed addition would be, whether it was a deck, patio, enclosed area, or fenced. The Board tabled this matter until further information was received.

Ms. Gniadek informed the Board that the **Rabies Clinic** was held on April 2, 2011. She informed the Board that Dr. Patrick Lawrence of Agape Animal Hospital was the attending veterinarian and that this was his tenth year of volunteering for the Board. The Board will send Dr. Lawrence a Certificate of Appreciation marking his 10th year of service to our clinic. Ms. Gniadek informed the Board that 130 cats and dogs were vaccinated that day.

Correspondence: The following correspondence was distributed to the Board:

- Berkowitz Trucking – Semi-Annual Transfer Station Inspection Report
- Apex Companies – Quarterly Inspection Report of the on-site sewage disposal system
- TEC Associates – RDA filing with the Conservation Commission for wetland delineation

There being no further business, motion to adjourn at 8:25 PM was made by Mr. Chase and seconded by Ms. Thompson – all in favor.

Attested by,

Jeanne M. Gniadek, Administrator

Board of Health Minutes – April 5, 2011

List of Documents utilized by Board of Health
Meeting Date: April 5, 2011

- 1) DRAFT Minutes of March 8, 2011 Meeting
- 2) JOEL Rubbish – Certified letter dated March 18, 2011 requesting appearance at BOH meeting
- 3) Food Establishment Inspection Reports
 - a) China Pacific – Re-inspection: 3-12-2011
 - b) Daily Bread Café – Re-inspection: 3-4-2011
 - c) Dotta's Kitchen – Routine: 3-19-2011
 - d) Family Wok – Re-inspection: 3-12-2011
 - e) McDonald's – Routine: 3-11-2011
 - f) New England Pizza – Routine: 3-11-2011 (2 Critical Violations)
 - g) Oma's Austrian Cakes & Cookies – Routine: 3-4-2011
 - h) Peace of Bread Community Kitchen – Routine: 3-16-2011 – CERTIFICATE OF MERIT AWARD
 - i) St. Patrick's Church – Routine: 3-18-2011
 - j) Sparetime Recreation – Routine: 3-18-2011
 - k) The Gray Barn – Routine: 3-19-2011 (1 Critical Violation)
 - l) The Valley Café – Routine: 3-19-2011 (1 Critical Violation)
 - m) Windsor Corner Restaurant – Routine: 3-18-2011 (1 Critical Violation)
- 4) Email dated March 7, 2011 from Terry Gilchrist
- 5) Code of Regulations Review
 - a) Email to BOH from Jeanne Gniadek dated March 29, 2011
 - b) Current Stable Regulations
 - c) Proposed Stable Regulations
 - d) Stable Regulations – Town of Concord
 - e) Stable Regulations – Town of Bedford
 - f) Email to BOH from Jeanne Gniadek dated March 17, 2011
 - g) Existing fee schedule with proposed amendments
 - h) Sample fee schedules from: Northborough, Upton, Sutton, Leicester
- 6) ZBA Application – Special Permit – Floodplain
 - a) Memorandum from ZBA to BOH dated March 10, 2011
 - b) ZBA – Special Permit Application 03-SP-2011: E. Osterman, Inc.
- 7) The Grill – Proposed Extension
 - a) Email from Sharon Susienka dated March 17, 2011
 - b) BOS License Routing Slip w/ sketch of new proposed outdoor area
 - c) Email from Sharon Susienka with measurement of proposed outdoor area
- 8) Correspondence
 - a) Berkowitz Trucking: Norfolk Ram Group Semi-Annual Waste Transfer Station Inspection Report: dated February 9, 2011
 - b) Apex Companies – Quarterly Inspection report of sewage disposal system at Wal-Mart
 - c) TEC Associates – Application to Conservation Commission (RDA) – wetland delineation along Providence & Worcester right-of-way.