

WAYLAND BOARD OF HEALTH MINUTES
WAYLAND TOWN BUILDING
BOARD OF HEALTH OFFICE
41 COCHITUATE ROAD WAYLAND
SEPTEMBER 12, 2016

The meeting was called to order at 7:00 p.m. Present were Tom Klem (TK), chair, Mike Wegerbauer (MW), Brian McNamara (BM), John G. Schuler,(JS) M. D. (arrived at 7:15 p.m.) and Elisabeth Brewer(EB), M.D. Also present were, Julia Junghanns (JJ), Director of Public Health and Patti White, Department Assistant

7:03 p.m. Public Comment- Molly Upton 23B Bayfield Rd. - re: BOH approved permits for the septic and building plans for the new proposed CVS at 150 Main Street. She believes the plans are not same, the square footage of the building does not jive with your building permits. She feels that there are several things that don't match. JJ: reached out to Geoff Larsen (Building Commissioner) after speaking with Molly recently. JJ: looked at the septic design and the building plans, there were a few different numbers referenced on the plans so that may have been confusing. Retail is a small flow, usually 75 g.p.s.f. MU: the septic design was allowed up to 11,800. MU: there is a mezzanine level is that considered in that number? BM: believes the retail space is used for the septic calculations and the mezzanine area would not be considered in this number. TK: please follow up and confirm the numbers for the septic design.

7:10 pm. **Interview for appointment of Board of Health representative on the Youth Advisory Committee (YAC)- Lisa Raftery**

Lisa is friendly with the Co-chair Sarah Greenaway, who suggested she apply to the Board of Health, for the vacancy. Tk: There is a vacancy listed for the School Committee appointment- JJ: that has been filled by Malcom Astley just not updated on the web page.

Lisa's resume was reviewed by the board. Lisa is presently working in clinical software, has been working in healthcare for 13 years. She is currently the president of the River School Alumni Council and has been involved with the school as a volunteer for some time. Ms. Raftery has become informed regarding the activities of the committee, through the YAC meeting minutes available on the Town website. She met with Lynne Dowd to discuss a bit about the board and staff.

Tk: the Board appreciates you offering your assistance to provide volunteer assistance to the Town. TK: Do you have any questions for the Board? LR: What is the Board looking for their representative to provide for them? Would I be reporting back to you? TK: Yes, we would like to hear what you are working on and we may look to assist or become involved. You are welcome to come to the Board to discuss things/issues as they arise.

7:20 p.m. **188 Commonwealth Rd. Royal Wayland Nursing Home (formerly Wayland Nursing Home)**

James Mamery, Sr (JMSr). and James Mamery Jr.(JMjr) are the new owners of the former Wayland Nursing home, purchased in May 2016, previously owned and operated by the Guidrey's for 2 generations. The Mamery family have been owners of Nursing Care facilities since 1997, James Sr. personally has 40 years' experience in MA based nursing care. They have a number of facilities on the coast and the cape and have a great deal of experience with septic systems and treatment facilities. We presently own and operate 13, facilities, two in R. I., all successfully managed, MDPH and local Boards of Health will not have any problems recorded. We take troubled facilities renovate, upgrade them. James JR: At the time of purchase the facility was close to closing, the 40 bed facility, currently there are 31 residents. Sullivan and Connors started septic design, which has been delayed while we work on plans to fix the physical building and look into a possible Wastewater Treatment plant to accommodate larger flow.

TK: it was our understanding that there was a family transfer of ownership. JJ: Was there a title 5 inspection done when the property was purchased? We never received one, we were informed that the sale was a family transfer, not requiring a Title 5 inspection. JMSr: At the time of purchase, we understood the septic system was failed, and did not realize a Title 5 report was still required. The property transfer was not within a family. JMjr: we have inherited a failed system, and we are actively working to replace it. BM: are you looking to increase the capacity? JM Jr: We are looking to expand to 52 beds, JS: is the facility currently occupied? JMjr: Yes the facility is still occupied- we are working with architects and engineers and MDPH to try and create the plan for a new building and at the same time avoid disturbing the current building and the residents while the project is in the works. JJ: there are other adjacent properties, did you purchase them? JMSr: yes we purchased the three abutting residential properties. These properties were also owned by the previous owner. JS: is the building comfortably habitable? JJ: we do not inspect the full facility the state inspects the facility; we inspect the kitchen, twice a year. JMSr: the building is just crowded; 4 beds per room, we need more space, we are looking to increase to 52 individual bedrooms. TK: what are the plans for your staff? There was a letter received last year from someone who we believe was a staff member, regarding the conditions and the staff. JJ: that was from over a year ago, we had provided a copy of that letter to the state. JMSr: we as a company are committed to upgrade the staff training and skills, we are aware of that and with the increase in residents that will require more staff. JMjr: Our biggest hurdles are Board of Health, the Building Dept. and DPH quality healthcare compliance. JMSr: determination of need filing is being prepared. JMjr: Our secondary goal is to add a second structure with 50 assisted living units to be tied into the same Treatment Plant. BM: Where are you other facilities? JMjr: Falmouth, Harwich, Buzzards Bay, Cotuit, Braintree, Norwell, New Bedford. JS: Are you pumping the septic system? JJ: I spoke with Executive Director, and was told it was recently pumped, however we need to know you have a contract for the system to be pumped regularly and there will not be any breakout. We would like something in writing with the timeline for project and how things will be handled in the interim. The deadline for compliance from the Board is for November 12,2016, if you are past November you need to ask for a formal extension from the deadline in the legal order from the board. JMSr: we are going to stay on top of this situation and will get in touch with you for the contract. We have been in touch with the Town Planner. JJ: we are concerned with the septic and we want to avoid having to order daily pumping if the system starts breaking out. JMSr: we just purchased a facility on the cape that had a failed system and we are very aware of the needs. JS: what is the deadline in November? JJ: the November deadline is for the system to be designed and installed by then. We have been checking periodically and have not seen any break out of the system. We need to be assured of pumping regularly, and an acceptable timeline. What you are proposing, will not be a fast process and will take some time. I am guessing a year or longer. JMSr: we are expecting that we should probably take a year. We are looking at constructing a state of the art treatment plant that will comfortably service both the nursing home and the assisted living facilities. BM: There was a question as to how often the system is being pumped? JMSr, we believed it was being pumped quarterly. JMjr: I will contact the engineer to have him look at. Please do not be concerned, we will be proactive with this system. JJ: we need information from Regan with a pumping schedule. JS: please keep Julia apprised as to what is happening and time frames? JMSr: we will be happy to meet with you as needed. The deadline is for November 12, 2016. JMSr. we would like to come back with more firm plans before the deadline. JS: what are you planning to bring back in November? BM: we are looking for you to come forward and show us what you are looking to construct, some progress on town support/approval, clear plans and timelines. EB: can we get an update regarding the records of pumping, so we understand what is being done now. BM: let's check with towns where the other properties are located. BM: the problem is that the only way they can turn this around is to enlarge the facility and put in a new larger septic, they have to increase this to make it profitable.

FY18 salary- The salaries of the present budget cycle starting 7/1/17, the current Union contracts will be expiring 6/30/17 and have not been re-negotiated, once the contracts are negotiated, the finance department will increase the salary budget line items as per the negotiated contracts. TK: There is a notation regarding Cindy Forti? JJ: Cindy Forti's payout salary was deducted from the sub-nursing line item instead of the school nursing item, so the numbers are being noted for correction. These transactions were made by the Finance Department staff and cannot be corrected as the year has been closed out.

Memorandum for request for additional administrative assistance hours.

JJ: we are looking to request additional administrative assistance in the department, we are unsure of how the personnel board will be labeling/categorizing the position. TK: with the community/school nurses added in 2007, you have the case to ask for support hours now. JS: what is the update on the file room project? JJ: we have contacted a former BOH employee who has agreed to work on this project. Kathy S. has a wealth of knowledge from working in the Health Department and for the town for many years and that will be a huge advantage to get this project going. Our plan is for her to come in regularly and go through file alley items, reference our state records retention guide to determine what can be destroyed and what must be kept, and identify items to be shredded/disposed, so we can get the new files in and re-sort the street files.

Non- salary budget items. TK: is HHWD a net amount? JJ: we don't charge the residents, the state frowns upon this to encourage residents to participate and not dispose of the hazardous products improperly (dumping hazardous waste into catch basins and in the trash). We are part of a reciprocal Household Hazardous Waste Day (HHWD) agreement with other towns and we are now open to residents from other towns attending who would just pay a fee to dispose of their items (paid directly to Clean Harbors). JJ: now that we are advertising with the electronic boards, we had a large turnout and went over budget at the last event.

TK: Beth Grossman is a contract employee? Paid per inspection? JJ: Yes. We have reviewed food permit fees to ensure we are covering for her inspection services although all the money goes back to the general fund. We plan to review this information with the Board to update our fees/make changes.

There was discussion regarding the request for additional staff hours. TK: the numbers as presented in this emo are very helpful and improved from last year.

BK: The memorandum request for additional administrative support hours is confusing/unclear regarding the time spent covering phones and windows, it doesn't include production work or munis permit entry/payables/payroll/other office duties. This information needs to be added, as it reads currently it looks like we have enough or more support than we need.

JJ agrees and will edit/update the document to include other required office duties that involve production.

TK: leave the 8k in contracted service.

Tk: variance report: what is the reason? What is it being used for? JJ: this information was requested for a meeting with Town Administrator, Finance Director and the Finance Committee liaison where this information will be reviewed and discussed. EB: let's plan to review all our fees over the coming year. MW: let's pull in the top three first and review them.

Motion to approve the FY18 BoH budget as presented by Health Director for \$859,560.98. JS second vote 5-0 all in favor.

9:20 p.m. Health Director Performance review: TK has prepared the document including feedback from board members, and is making several minor revisions. There was a brief discussion regarding the performance review, board members made comments that they were pleased with Julia's performance.

TK Motion to approve the Health Director Performance Review for 2015-2016 as amended by Board, second BM vote 5-0 in favor.

9:25 p.m. Consideration of Youth Advisory Committee Vacancy and potential vote for appointment MW: recuses himself, EB: abstains, TK : Motion to appoint BOH representative to Youth advisory committee.

Vote: 2 yeah, 1 no, to reappoint Ms. Seidman to the Youth Advisory Committee for a term of 2 years. Please have Ms. Seidman present reports to the Health Department regularly. Vote: 2 no, 1 yeah to appoint Lisa Raftery to the Youth Advisory Committee.

Note: after consulting with Town Counsel on September 13, 2017 we were advised that this vote was not valid. With a 5 member quorum and a vote with one member recusing themselves and one abstention, the three remaining members left voting with one opposed do not make a valid vote.

Next meeting Monday September 26, Dr. S may be late? October 17? Dr. Brewer cannot attend.

TK: motion to adjourn, second EB vote 5-0

Respectfully submitted
Patti White
Department Assistant
091216minutes
APPROVED 110216