

BOARD OF HEALTH MINUTES
TOWN BUILDING - HEALTH OFFICE
JULY 8, 2019

The meeting was called to order at 7:00 p.m., present were Susan Green (SG), Chair, Brian McNamara (BM), Robert DeFrancesco, DMD (RD) and Arne Soslow, M. D. (AS). Also present were Julia Junghanns (JJ), Director of Public Health, Darren MacCaughey (DM) Health Agent/Sanitarian, Ruth Mori, MSN RN (RM) Public Health Nurse/School Nurse Leader and Patti White, Department Assistant.

7:00 p.m. Public Comment- there were none

7:05 p.m. Address increase staffing needs at Claypit Hill Elementary School (CHS)- proposal to add 1 full-time Community Health Nurse (30 hours at CH and 5 as floater)

Ruth Mori- A district report has been compiled for all schools. CHS compared to the other elementary schools shows that CHS visits are equal or more than the other two schools elementary schools. Each school currently has one designated full time Community Health Nurse. We have been monitoring the needs at Claypit for some time and there is a consistent need for more assistance at this nursing office, in addition to daily sub nursing support being provided. In reviewing everything, Julia and I met with our Claypit Nurse, the school Principal and Superintendent of Schools. The needs at Claypit and current staffing were discussed and we all agree that there is a need for an additional Full Time Equivalent nurse at Claypit. JJ: The sub nursing hours (4) that were being provided were not enough to meet the needs of the nursing office. The arrangement we have been providing with different sub nurses coming to the school to help cover things, was not providing continuity for the office needs. There is a greater scope in the role of what nurses are doing at Claypit as compared to the Substitute Nursing role, which is typical of each of our full-time Community Health Nurses. AS: what are treatments? Meds? Is this a Nursing need or an administrative need? RM: respiratory inhalers, nebulizers or even blood glucose tests would be considered treatments. Reports provided are what have been obtained through SNAP, our Electronic Health Record. There are a number of CHS students who have a number of complex medical needs; in addition, Claypit has programs for children with a variety of special needs. These special programs were added in the past two years, to support students with additional needs. CHS has added several new employees including a "co-teaching" program which means that there are two teachers per classroom. AS: Can you provide data to identify students with code, with diagnosis, sort by age, diagnosis? RM: There is a report provided that shows the amount of time nurses provided to each student this school year. There are a number of students who receive a significant amount of nursing care. This report was not compiled by diagnosis, I will plan to look into this though. It is important to remember that we do have nurses designated to each school but they could be moved to other schools depending on the need(and if needs change), that would include this position as well. This new nurse could be moved to another school, i.e.: the middle school, as this school may be overwhelmed as students move to the Middle school. JJ: We are looking for a committed CHN position that is a permanent job to provide consistency and reliability. SG: Do we have money in the budget? JJ: We have funds in the sub nursing account that were budgeted for the part time nurse for CHS; we can offer those funds to transfer to the payroll account. The Town Administrator said if we want to move forward with this new position, we would need to make a decision and advise them by mid-August, so they are prepared for STM when the transfer of funds would be approved. AS: Are there other schools with similar issues? How are they handling this type of issue? RM: There is movement that is trying to figure out school nurse ratio numbers for students with complex needs rather than just looking at the ratio of nurses to the number of students. AS: What does the school leadership report on this? AS: Can you gather data of most frequent visitors, footnotes regarding: special program or specific medical? How these numbers of the top 10% to identify what specific assistance is needed. SG: There may be a time line issue, if we are not meeting at mid-august, will there be time to get information for the transfer. The time line will be tight, can we meet either 8/12, 8/19 or 8/26? JJ: Due to vacations, we would not meet before 8/12. AS: I would like to work with Ruth to go through the data to put together for the next step. JJ: Information found in the TM warrants show that since 2014 the schools have

added 53 employees adding over 8 million dollars to their budget since that time. BM: I just do not have enough information to support the decision right now. AS: It would be helpful to understand information at a more granular level. Can you poll surrounding towns, do they have similar "inclusion programs"? Do they have the students divided up to individual schools or bring to one school like CHS? There was a brief discussion and the board decided to bring this to the next meeting's agenda with more information that Ruth will provide after consultation with Dr. Soslow.

7:55 p.m. Review and discuss updated draft Local Septic and Wastewater Treatment Facility Regulations

Upon research, JJ has found that the town of Concord blended their septic and WWTF regulations and she added some of that language as well as some introduction language, on purpose and authority, applicability, and format style into the draft septic regulations. We have not fully determined if redacting the WWTF regulations is a consideration or should we combine them with the septic regulations as one set. The Board discussed this and feels that combining the 2 regulations into 1 is a good idea. The WWTF regulations can be scaled back only to include identified key/important items. The Board would like Brian to assist if he is able and get more progress on a draft that can be brought back to the board when it is finished. The board has already reviewed and provided input on the regulations at prior meetings but would like to see a finished product. JJ will continue to work on the draft and Brian M will come to the office on July 9th to work with staff on the regulations.

8:15p.m. Ch 40B Housing Project at 24 School St., Winsor Place - Septic design and project review/refresh, P. I. Brian Nelson of Metrowest Engineering

JJ: Brian Nelson and Chris D'Antonio (developer) have come to the Board to discuss, update, and refresh the Board on this project. Brian N brought a revised plan to the meeting that was being submitted this evening; staff has not seen it yet. JJ & DM have been working with Metrowest to get the design up to Title 5 (state compliance). Brian N: 5-6 months ago we came before the Board, talked about the plans for 12 housing units with a total of 26 bedrooms, 2860 g.p.d. The proposed system is made up of a 10,000 gallon septic tank, Microfast secondary treatment, pump chamber, working on the elevations regarding groundwater mounding offsets. In regards to the physical location of the system, there have not been any big changes. The O & M plan will be submitted to the ZBA, letters regarding local waivers; the Microfast unit was a voluntary add on to compensate for local waivers, it will provide cleaner effluent.

The Board was updated on the changes to the plans regarding water table elevations and the groundwater mounding calculations. Staff is being asked to determine compliance with the State Title 5 regulations, after multiple discussions on the interpretations, there is now a plan that meets the State Title 5 requirement. A memo came through Friday evening from Creative Land & Water Engineering (DeShang), LLC on behalf of the developer which summarizes their analysis and that the mound was conservative, there can be many interpretations. Staff feels that the plan will meet Title 5 requirements. DM: JJ and I had a list of items of concern, we have gone through them and spent a lot of time on the reviews with the engineer, we feel they have made good effort and to get full compliance with Title 5. BN: Has the staff seen the O & M plans for this project? BN: That was discussed with the ZBA. O & M is usually handled at a staff level, DM and JJ will need to review it but it has not been submitted yet. JJ: The Applicant and Engineer wish to have a memo to the ZBA for their meeting tomorrow night, stating that the septic design now meets Title 5 requirements. JJ: I could write the memo, to be part of the administrative record. The ZBA does not understand Title 5, and they look to BOH staff to advise them on any issues and compliance.

Several members of the neighborhood group still have concerns regarding this system and voiced these concerns at the meeting. They are requesting that staff hold off on sending a memo to the ZBA regarding Title 5 compliance until their Hydrogeologist has had time to review the new information received from the Applicants engineer. The letter from Deshang was just received on July 5th and there is not sufficient time for this new

information to be reviewed and discussed with the ZBA. JJ: I am not in a position to issue a septic permit for this project yet, I wouldn't approve a septic permit before the ZBA approves the project. There was a discussion about the revised plans that were submitted this evening and whether staff has had a chance to review the plans. JJ: we have not reviewed these plans yet as they were just submitted. We had lengthy discussions with the engineer on the revisions he was making but we are just seeing the plans now so we will need the opportunity to review them completely to see what changes were made. The letter from DeShang was received Friday evening after work hours.

There was a discussion with the BoH members; due to the fact that neither JJ or DM have had an opportunity to review the newly submitted plans(just received this evening), we do not know what changes were made or if the plans comply with Title 5 Regulations.

The Board does not wish JJ to write memo to ZBA stating that the septic plans now meet Title 5.

Plans were revised July 2nd, and staff has not had the opportunity to review yet.

9:00 p.m. 490 Boston Post Road – Alta at River's Edge - review and provide comments to Planning Board for site plan review

JJ has provided a draft memo regarding the site plan review comments on River's Edge. The project has been submitted to ZBA, applied with Conservation and submitted plans for to the Planning Board for the site plan review process. The project may have ZBA waivers. The Town planner is asking for comments, and the timeframe is 30 days to review and comment. JJ will be on vacation and wanted to be sure the Board had the opportunity to provide comments if any. JJ will continue to work on her memo of comments and will share with the BoH once it is completed. The final environmental assessment reports have still not been received by our office.

9:10 p.m. Parmenter Food Pantry (non profit) – Request for waiver of Food Permit Application Fee

The Board reviewed the letter from the Parmenter Foundation, regarding their monthly food pantry operating out of St. Ann's church on Cochituate Road. They do not offer any food to be sold, and they do not prepare meals they are a 501 c(3)charitable organization and are asking the Board to waive their \$300.00 annual Retail Food fee.

BM: Motion to issue ongoing annual permits at no cost, provided they remain a 501c(3) charitable organization , do not sell food, do not prepare meals and do not cook to order. Second vote 4-0 All in favor.

9:15 p.m. General Business
Approve bills – bills have been signed
Approve minutes of June 10, 2019

The minutes have been amended for several typo changes.

SG: motion to accept minutes as amended, second AS: vote 3-0 BM approve to as form

Set future meeting dates- August 12, this date works for AS, RD, BM, no for SG
The expected agenda will be limited to the continued discussion of an additional community Health Nurse and the presentation and discussion of the Town Administrator Act.

Directors report. The Director's Report was reviewed and the Board will be scheduling a discussion in the near future regarding Tobacco and Nicotine Delivery Product Retail Regulations – and will review the feedback from our Tobacco Control Program Director, Sara McColgin.

The board reviewed the email from Sara, regarding some suggested revisions to our tobacco regulations specifically regarding flavored products.

9:45 p.m. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any - there were none

9:45 SG: motion to adjourn- all in favor

Respectfully submitted
Patti White
Department Assistant
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APPROVED 091619