

BOARD OF HEALTH MINUTES
TOWN BUILDING
Nov 14, 2022

Minutes taken in December 2022 by Academic Public Health Corps member Cora Cunningham

The meeting was called to order at 6:30 p.m. Present in person were Dr. Robert DeFrancesco (RD), Dr. John Schuler (JS), Robert Eyre (RE), Julia Junghanns (JJ). Present via Zoom were Genevieve Anand (GA) and Dr. Arnold Soslow (AS).

RD: Roll Call: JS - Yes, GA - Yes, RE-Yes, AS - Yes

6:30 p.m. Public Comments

No Public Comment

6:30 p.m. Operational Budget Review

JJ: Start with non-salary budget. Has everyone had a chance to take a look at the draft? There's not really anything very different about it this year for non-salary budget. I can go through - professional services remain the same, contractual services for animal inspecting was moved into a different budget but town still provides the services, food inspector remains the same, mental health services remains the same (this is under a contract with the town), mosquito control added a 2% increase based on expectations for salary negotiations, catch basins will probably be the same, truck mounted spraying we haven't used but have kept it in there for now. JS: Why did that jump up so much? JJ: That was in 2020. RD: Was it materials or labor? JJ: We did a calculation for an estimate for what we expected we needed. The number is based on the notes to the side - 1 truck crew spraying was \$1550 and for 9 hours of labor and cost/pesticide we guessed about 4 rounds, although we haven't used this. JS: This hasn't been spent? JJ: Correct. RE: Estimated 4 rounds equals \$9300. JJ: That just needs to be changed. We also have estimate for backpack perimeter spraying which is for areas with foliage. We also haven't used that. One year we had a credit in our account because aerial spraying for larvicide was less expensive than prior years, so they didn't charge us when we sprayed around where town meeting was in that area. Training and education - I did add some money into that line item. \$6500 would probably be good for what we're expecting. Since we have a number of CH nurses, we want to keep their numbers up and help with their training. Hazardous waste day we have little bit of a problem with because we can't get a company to run hazardous waste day for us. Clean harbors have been a problem, also with other towns not calling back or providing services. We're not sure if they're too busy or slowly getting out of that business. We are looking for another company and couldn't find anyone for this fall or spring. We will be lucky if we find anyone for next fall. It's a problem because we don't want anyone to dispose of these hazardous wastes in catch basins or garbage. We might not have anything in place for this coming year. It could mean that next year we have a lot of hazardous waste and a lot of people wanting to dispose of it. We are going to continue to talk to some of our regional counterparts and perhaps come up with a regional solution. Vehicle repairs are at \$500 currently and we are not aware of any vehicle expenses. We need tires currently. RE: Can you get 4 tires for \$500? JJ: I don't know. I doubt it. That's something that's going to be coming up soon because last year they said we should probably look at when we're going to get new tires. Maybe there's some kind of company that provides lower cost of tires for municipalities. Right now, we have a couple of recalls that I made an appointment for. I made an appointment for both of our cars and hopefully get those

done quickly. Dinners for meeting nights- I'm not sure if that's something that makes sense anymore, but it is in the union contract. RE: Put it towards tires. JJ: Clothing allowance was moved into salary because that is part of contracting negotiations. This would be clothes for fieldwork. Beach and pool testing - right now we're expecting the same \$2200. RE: Do you charge individual owners of pools for testing? JJ: We don't because the only pools that have repeated testing are the ones that are open year-round. The community pool and Longfellow are both open year-round where the other ones are seasonal. Most of this is for testing for *E. coli* at the beach. RE: You don't charge Longfellow for testing? JJ: I have to refresh my memory on that because when we review permit fees, we probably incorporated something into it that includes that. RD: What about the condos? JJ: Those are seasonal so those would probably only get one or two tests in the summer. JS: Does the camp have a pool? JJ: Yes. The majority of the work we do with the pools is more inspectional so that would be included in the fee for inspection. I usually do those inspections and we charge them for permit and if they pass, they get a permit. The public health nuisance account - I feel like we should still have this and I'm going to keep it in the budget because there are things that could come up that we're not expecting. JS: Is that money that could be used for tires? JJ: I don't know. It could be possible. \$500 won't be enough money. Office supplies are used for inspectional materials or school nurse offices. Potentially we could use that to pay for tire money. Nurse expenses - I think we're ok at \$13,000. JS: What does that include? JJ: It includes SNAP program memberships; I think we have a lot more than we used to. I'm not sure how they do that calculation. This also includes all the supplies in every nurse office: Band-Aids, all equipment, saline solution, etc. RE: That won't come under the school budget despite the negotiations for the school nurses to not be under the BOH anymore? JJ: If that took place, then I believe that would be part of that. RE: So that line item could disappear? JJ: It's possible but I don't know if it would be for this budget or next year. JS: As I understand it, everything we're doing tonight amounts to a suggestion of the budget? Because the town manager controls every penny of the budget. JJ: That is the new structure that we have here, but I think that this board should know what we're planning. JS: I agree but everything we discussed tonight is out of our hands. JJ: It would be the town manager's decision, but I am supposed to be attending the meetings where we were discussing our budget. AS: This is traditional. You always come up through the organizational strata and the town manager gives commentary or crosses things out. It's a process of having that interchange if there's resistance or difficulty. JJ: And the last item on the non-salary budget is the vehicle gasoline. We've been able to hold onto \$1000 line item. We just have one town car. We have three emergency trailers, but we bring those to clinics, but we don't have a truck. We have a Ford Escape with a trailer hitch on it. JJ: Does anyone have any questions about the non-salary?

JJ: So now we got the salary budget. I can tell you that we went through the AFSCME union. They spent a lot of time negotiating with the town because there was town leadership change during that process. We had gone through many discussions regarding studies on salary. The town did provide a compensation study, done by an outside consultant, during the negotiation process to review, compare and determine the salary rate for the staff in the AFSCME union, and the town did end up making adjustments in the AFSCME Union salary tables. You'll notice that when you look at the budget. The other change was also that we have a school Nurse Leader whose hours were increased from 19 to 35 this year that did go through the personnel board. For this year, the school agreed to pay for the other 16 hours. Also, the position was bumped up one level from the CH nurses, with more responsibility. G15 to a G6. The nurses as all G15 and the Nurse Leader is a G6 now. That is another change in our budget for this year. Last year that was in our budget with a part-time salary. JS: Is this similar to other towns? The salaries? JJ: That's

what the study looked at. There's a whole process to look at salaries and compare to certain towns. They had a company do it and then the select board determined that they decided to be in a certain percentile (75th) for the salaries that were identified in the study. JS: Is there a big difference? JJ: It depends on what towns you're looking at. I'd have to look at the study to remember which towns were used. JS: I'm sure the union knows. JS: This is a town-wide process not specific to our department. JJ: This was a study done any positions included in our town under the AFSCME union, except they were not able to provide information about the Community Health Nurse salaries. Both the department manager group and administrative group have been folded into one union that represents both. There're also members of the DPW senior staff that are a part of it. JS: Do you know how much the salary went up as a group? JJ: From last year to this year, I compared the salaries and did a lot of number crunching, added in what the changes were, Patty's position also had a reclassified position along with Zach's. With the compensation study and three reclassifications, and the adjustment for the school Nurse Leader position increase in hours, I was able to get within a couple of dollars. I don't have this in a scanned format. AS: The new Nurse Leader is Michele or someone else? JJ: No, she's our Public Health Nurse. JS: So, all these were adjusted downwards? RE: No, this was the year prior. RE: What's the big jump? JS: The jump for the nurses goes to \$522,000 to 592,000. Line 29 for the nurses. RE: You added a nurse. Line item 23 on the new budget, you've got 6 now. RE: I'm assuming Zach's position must be the 19-hour position. JS: Each salary went up by a little under \$3,000.

AS: So, Julia, let me go over the new Nurse Leader, it was increased it to 35 hours to a full-time position? JJ: Yes, it was originally 19. AS: So, in prior we had a Nurse Leader who was the first among equals. So, what was the rationale need on our part to make this a full-time position? What does that bring to us? JJ: A couple things happened: the school department absorbed The Children's Way under their umbrella and so they needed to meet DESI requirements, including having a nurse available for certain things. Upon discussion with the superintendent and town manager we decided to make this part-time position into a full time position. The position was never initially filled because no one applied for it, although we have someone in house who is willing to do the work but hasn't taken it on as a permanent full-time job. That part of the process that was discussed- how we can meet the needs of the community and maybe get someone to apply for this job if it's full-time and then doing a reclassification, so the position includes compensation for the Leader responsibilities. AS: But then the school committee is going to pay for this year only and then we're stuck for year 2, year 10 if we want to continue to support this out of our budget? JJ: We don't know what will happen for this fiscal year. I put it in our budget because I didn't know if the school would pay for half of it next year too. The superintendent did agree to pay for the 16 hours for this fiscal year, the agreement was with Stephen Crane. JS: Do they want to put the nurses under their control fully at some point in time? JJ: I don't know. This discussion came out as part of the whole compensation study because for the Community Health Nurses the conclusion was that they couldn't find comps because they work in the schools' offices, but they are under the umbrella of the health department. There are differences there and the town couldn't provide us with comps. Actually nurses who are under the school umbrella, are titled as school nurses and are more common, our model is one of 3 in the state I believe. JS: Are those less than the salaries we have for our nurses? JJ: The comps are much more for school nurses. JS: So, we save money by having them in our department? JJ: Many discussions have gone on about that but being under the school umbrella likely gets them into a union where they're supported and compensated. It's a negotiation process though, they would need to be DESI-certified and certain trainings required. There might be a training and an exam. It's not a simple

process. The nurse salaries are not what they should be compared to what they would be under the school umbrella. Salary for nurses has been a huge topic among our staff here. AS: So how does our model compare to other towns? JJ: I don't have the comps for that available right now, the town didn't provide comps. As far as the study, it's a public document I can get a copy of it. RE: What I interpreted from your question was are other towns under the auspices of the boards of health or the school committee? AS: Yes, it's what's best practice and where are we going with it. Why have 5 towns with 5 different models if we believe in the value of these nurses and their credentials and talents? It would be nice to have a consistent model and move to one that is correct. I'm curious as to how other towns are seeing this issue. JS: They came to us years ago to ask if we would take the nurses under our board. JJ: School nursing started out with a contract through Parmenter, and I don't know all the details about why they brought on the nurses as town staff but it has a lot to do with cost and getting more for your money as town employees I believe. Why they came under the health department compared to the school department I don't know. We support nurses and we advocate for them. We have done a lot to fight for school nursing and it's been a very difficult battle. The process we have to go through to get support that's needed at the schools nurse offices is questioned and is very difficult. There are so many layers of boards and committees to go through to get the support we needed for additional staff in the past, it's really hard and often fails. We are a small department and we advocate the best we can but it all boils down to a lot of work to get anything accomplished where it is needed, at the schools to support the students needs in the nurse offices. Still, we continue to be questioned. In a lot of ways, the school department has the ability to bring on additional staff in a way that is much less complex compared to the process we have. If they ask for something they often get it. It's much easier for them, they are not typically questioned like we are. JS: We took the nurses on in our department because the school department requested that and they are supporting the program by agreeing to pay the 16 hours for this year. JJ: There are positives on both sides and Michele spoke to that. We hope to continue with that relationship so she can continue to mentor and provide leadership to other nurses who need that help. Hopefully that's a model they consider if the school wants to move them under their umbrella. Currently we are operating under a memorandum between the Board of Health the School Committee. It's a very old and outdated memorandum, maybe 2004? The school nurses have been under the Health Department umbrella since I've been working here. GA: If they were independent, who do the nurses go to for questions? Right now, they have Michele. JJ: We haven't had these in-depth meetings to discuss those things yet. I'm not sure where things lie right now. GA: I'm unsure what the financial repercussions of that would be. JJ: The nurse supervisory responsibilities we're involved with, me, Michele, and now school Nurse Leader, Heather, require a lot of guidance and training. Heather still needs help and is an interim. There's a lot of time that invested into that whole program. Ruth and I as well have spent so much time juggling staffing schedules and money to make sure we're in compliance with the budget. We went through some very difficult times and nurse staff retention has been a real problem in the past few years, we were basically a recruiting agency. Currently things are stable. For now, this is what I'll be presenting and as we move through the budgeting, I'll inform the board. RE: The salary increase was 4.55%.

7:20 p.m. Animal Care

JJ: We have to have a public hearing before we can pass all this. RE: Is there a reason why under your definition the stable is blank? JJ: That's a typo. The truth is for some reason the formatting in this document is really messed up and need to be fixed. The content is what we're focusing on tonight. RE: I went through these and rewrote a lot of it and we eliminated roosters, we allow a representative of the

BOH to make determinations on straightforward cases. I think we may have limited the number of chickens. Those are the big changes. JJ: Basically, it changes the process so that if a person is applying for animal keeping permits that are not requiring a structure like a barn or something, then the new process would involve us/staff working with the applicant and the applicant would be sending a letter to abutters and people would reply to the department staff. The sample letter here says the process. Basically, the applicant would write their letter that doesn't require a BOH meeting. The letter would be drafted, sent to the abutters, they would still complete the application, but the people would be responding to us instead. Although, if there's a project is deemed to need a BOH review, then we still have the ability to bring them into the BOH. We could hear from the abutters or if we see something that we feel needs to go the board then they go through the process we've typically gone through. JS: And that's similar to the way we've done it with septic systems. JJ: Yes. So, I don't know if everyone has had a chance to look through and see if you have any questions or comments. AS: I like what you've brought up here with the different attachments. I would just like to suggest a formal recommendation that we adopt the animal regulations changes as noted on 11/14/2022 as the latest update. You'll have to guide us as to what next steps are needed if we all approve that. There might be minor points here, but we've looked at some of these before.

AS: Make a motion to approve the recommendation to move forward with changes to the Animal Keeping Regulations. RE: Second. RD: JS- Yes, AS - Yes, GA - Yes, RE - Yes, RD - Yes. Approved 5-0 motion passes.

7:30 p.m. Board of Health Hearing

JJ: We will need to do some more work on the draft and then Town Counsel review. Then it will need to be in the paper advertised for two consecutive weeks and then there's a certain timing that's required before the actual hearing. I would be surprised if people show up to the actual hearing. People can voice their opinions at the hearing and then we would just have a separate meeting to adopt the regulation. JS: Makes a lot of sense to do it before spring. RE: I just wanted to make sure on the corporate thing roosters was taken out. JJ: Was it taken out? RE: I would have to look. JJ: I'll make sure.

7:40 p.m. Director's Report for Public Health Nursing

JJ: I'm just going to read through so we're transparent with what we're talking about. For land use, the first item the department heads met with the developer last week regarding potential housing project Mill Creek of up to 172 units at 297 Boston Post Rd. at the Whole Foods Plaza to hear and discuss plans for the property. This project has been presented publicly and the meetings have been recorded. Size and layout have not been finalized yet or determined if it can connect to town's wastewater treatment facility. Also met with the developer at 57 Shaw Dr. who plans to start the application process for building permits and the construction of 3 residential lots that were approved. For Camp Chickami we have a new building occupancy expected soon which expands indoor space. A new septic system was also signed off upon and is installed/ready. We've been working on several housing situations that we continue to follow up on a few difficult properties with situations that are tenant-landlord related. We are doing follow-up inspections. We've been meeting to review properties of abandoned homes in Wayland to determine next steps on various situations with consultations with town manager and town council. Another initiative that's been taking up a lot of my time is that the state is conducting a capacity assessment on local health departments and is doing so through a series of phases of surveys that involve the whole health

department. Phase 1 was the baseline, Phase 2 was the workforce, and Phase 3 is basically an audit. It's really an audit because I had to make copies of work that we've done in the past 3 years, it has taken me many hours to complete. I was working on that quite a bit last week but am 90% done. The state is urging everyone to participate to establish a current snapshot of capacity of local and regional health across the Commonwealth to achieve public health statutes, workflow, and standards, unfunded mandates, and likely look at new expectations of expanded public health umbrella/oversight. This is a huge issue in the Commonwealth but I'm hoping something positive comes out of this. New mandates are constantly coming out one of which is a new house code regulation that Darren and I both have to be trained on this winter. JS: What are the housing issues? JJ: There's a state housing code so there are minimum housing standards for rental properties. When there's an issue between a tenant and landlord that usually when we're notified to be involved in Wayland. In Wayland, there are repairs that need to be done and when we get a complaint from a tenant we respond and do an inspection of the house and identify any violations of the housing code. They're going to be changing the regulations to be more stringent and there's also changes in Title V and we're going to be learning those. JS: Are the complaints from the landlords or can the tenants complain as well? JJ: That's a good question because the complaint process can be different depending on the regulations. They are new regulations that the state is adopting that we have to implement. We are responsible to follow through with complaints that we get and how to handle the changes that are made and make documentations/correspondence, it involves a lot of work. Usually, the complaints are related to conditions that are substandard or repairs that need to be made. Often it arises from tenant/landlord disputes.

7:40 p.m. Vaccination Clinics Update

JJ: We've had two drive through clinics, two large in-person clinics, and two smaller clinics that Michele has had offering both flu and COVID. With help from regional public health nurse and CH nurses we are providing vaccinations for staff in Wayland public schools including for high school students. We have also vaccinated our homebound residents and have provided prevention messaging regarding increased illness, encouraging people to get tested, providing free test kits, providing education and guidance, and encouraging people to stay home if sick. Heather Yates has been very involved in helping get a stockpile of free test kits to the schools. They will be arriving at the end of this week or sometime this weekend in preparation for the upcoming gatherings and holidays. Also, this is really a topic not anticipated, Dr. DeFrancesco, the correspondence we received from Weston and Samson regarding a public involvement petition request at Loker Field Soil Removal Area at 410 Commonwealth Rd. We are copied as an FYI. It's a petition for people looking at this to become a public involvement plan so that the public would be notified of steps as they move forward with any kind of cleanup of the soil at this site. In the letter, it states a pip would be available for the planned soil management process which involves a release abatement measure plan that's involved in the state process. JS: If they have to remove soil, we can't put that on somewhere else right? JJ: That's probably why the letter was generated. I don't know the answer to that. JS: Some people have suggested another place in Wayland. JJ: Right so that's a really good question. I think there have been discussions at other board meetings, but I don't know what the conclusions are. JS: I have a question about the new condo application. Route 20? AS: Mill something? JJ: Mill Creek. JS: Isn't the water table a real potential problem? JJ: It is, there is a high-water table area that also floods at times. JS: So, who discusses that? JJ: So, they still have to go through a process to get approvals from the town. Right now, they're just discussing their project with different groups and trying to vet any concerns and get support. I know the structures are intended to have the lower part open for

parking and the other part elevated above that. Their idea involves a very dense project. JS: 3 years ago, when Whole Foods was considering buying the property, they were renting they found they couldn't enlarge it because of the water table. JJ: I know conservation is looking at this. There's a flood plain and definitely a water table, its right near the Sudbury River floodplain areas. There are some concerns about flooding. JS: It would also be very hard to put in a septic system, I don't know if it could be done. AS: I think they're interested in hooking up to the town's center. JJ: So that's still outstanding at this time I don't know what they're doing for wastewater. JS: Well, how much capacity at the treatment plant after the new place has been hooked up down the street? JJ: They might have to build a field over here at town building and discharge there, that was one idea they have. Although this building isn't even connected to the town sewer. It's something to keep in mind that this building needs to be remembered in the process. RE: I saw something written where they're just going to allow water to flow through the garage. JJ: Well, they wouldn't be able to park there if it's flooded. JS: No electric cars. RE: They started at 200 units. JS: Like the one down the street went from 180 to 230. RE: Now it's down to 174 or 178. JS: What about hooking it up to the school? AS: I think everyone recognizes that is broken in many areas, so the city is probably trying to assess where everyone is and then decide what is the better model. Sometimes state initiatives don't work out as they think they should. You're right, the schools and Rivers Edge is a major question. JS: What's the other place? JJ: Mahoney's. My understanding is that they're applying through conservation but haven't done so yet. JS: Are they doing a water treatment plant? JJ: They're going to have a wastewater treatment facility on site. JS: That must be well over 100 units. JJ: Probably. I don't know what they're final design looks like, but I think it may have changed hands from the prior owner. JS: What's happening with the place in Weston? Is that going through? JJ: I don't know. AS: With Rivers Edge increasing their subsidized housing to such the extent that we, haven't we reached the limit for subsidized housing for the state? Whatever that figure is at least for the next few years. JJ: I can probably find out from our new town planner what the numbers are for when we add these projects in but it's pretty complicated and hard to project with all these different projects and some that have not moved forward yet.

7:40 p.m. RD: Motion to adjourn. JS: Second. RD: JS- Yes, AS- Yes, GA- Yes, RE- Yes, RD -Yes. Motion passes 5-0 meeting adjourned.

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