



City of Westfield, Massachusetts  
Health Department

Board of Health Meeting  
Room 220  
March 14, 2018

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WESTFIELD CITY CLERK

Present: Juanita Carnes, Chair Teresa Mitchell, M.D. Michael Paquette

Ms. Carnes opened the meeting at 6:02 p.m. The Minutes of the January 23, 2018, meeting were accepted as printed. There was no one present wishing to speak during the public participation portion of the meeting. The Board began discussing items on the agenda.

**PUBLIC PARTICIPATION:**

None Scheduled.

**PUBLIC HEALTH:**

Radon Updates – Health Inspector, Thomas Hibert, drafted a map identifying the locations of homes in which radon testing had been conducted, the results of each test, and areas of concern wherein remediation is recommended. This map was presented to the Board for their consideration. It was suggested that, in the areas where radon results were in exceedance, neighbors be notified by postcard informing them that a home in their area had tested at a high level of radon and offer them a free testing kit.

Substance Abuse and Prevention Discussion – The new HEKA Health facility is scheduled to open on Sgt. T.M. Dion Way. Provisions of the HEKA Host Community Agreement include the annual payment of a Host Fee (based on sales), an Annual Fee of no less than \$15,000 (exact amount to be set by the Board of Health), an annual Abusive Prevention gift of \$25,000 (less the Annual Fee), and a Utilities and Infrastructure Fee. When the facility is ready to open, they will submit an application to the Board and a public hearing will be scheduled wherein the annual fee will be set. HEKA Health has recently submitted a payment of \$12,500 to the City, representing one-half of the Abusive Prevention gift. These gift funds must be used annually by the Health Department for substance abuse and prevention. The Mayor and Mr. Rouse would like to see a Substance Abuse Coordinator be hired on a part-time basis as well as providing funds for promotions and prevention. Further updates will follow next month.

**ENVIRONMENTAL HEALTH:**

Status of Septic Plan Submissions – The Health Dept. has received the design plans from Roots Athletic Center for a septic system at the proposed school. The proposed design includes a 500-gallon-per-day system which would not require DEP approval. As this is a much larger and complex system than what is normally submitted, the Health Dept. asked DEP to act as

consultants and review the plan. DEP forwarded a letter to the Health Dept. (a copy of which was given to the Board members) with their recommendations. Should Roots complete all of the recommended DEP items, the septic design plan can be approved; however, if new plans are submitted by Roots, the City will review them carefully and, if necessary, hire an outside engineer to also review any changes.

Local Title 5 Regulation Proposal – Certificates of Compliance cannot be issued until sign-offs are received from both the installer and designer. Because, at times, these signatures can be difficult to obtain after the work has been completed, the Health Inspectors will now request that the sign-offs and as-builts be submitted prior to or during the final inspection. The Health Dept. will send letters to installers informing them of this new policy. In addition, they will be advised that no inspection will be conducted by the Health Dept. until the proper signatures/paperwork has been submitted. A Motion was made and seconded to accept the Septic Installation policy as presented.

*The vote was as follows:*

Carnes	-- Yes
Mitchell	-- Yes
Paquette	-- Yes

All in favor, the Motion was declared passed.

### **INSPECTIONAL SERVICES:**

Food Service Establishment Inspections Report – An inspection was conducted at McDonalds on N. Elm St. with unfavorable results. A listing of items needing corrective action was given to the Manager. A follow-up inspection was conducted one week later. Nothing had been corrected. It was noted that a leaking refrigerator had not been fixed in three years. After two weeks, action had still not been taken to correct some of the issues. Mr. Rouse then contacted the Regional Manager suggesting their involvement by meeting with the Manager to review training procedures and operation processes. At this time, the refrigerator was being repaired. The Regional Manager assisted in taking corrective action.

### **LANDFILL:**

Transfer Station Updates – Changes will become effective July 1, 2018. At that time, the cost of the annual entrance pass will rise from the current \$10.00 to \$25.00. An examination of the individual item sticker prices will be conducted so that they are in line with the charges that the City incurs for these items. Mr. Rouse will be meeting with the Board, Mayor, then all employees involved with the sale of Transfer Station stickers. A pay-as-you-throw program is being reviewed as this will improve the City's qualifications for state grant funds. A bulk mailing notification will be sent to all residents of these changes.

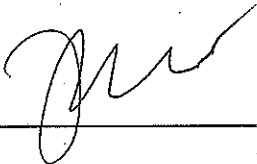
**EMERGENCY PREPAREDNESS:**

Discussion on Grant Opportunity for Medical Equipment – The Health Dept. has been made aware of a potential opportunity to obtain a grant through Emergency Management for a large replacement refrigerator for the department. The large refrigerator which had been used is no longer operable and the department has ordered a small replacement countertop unit. The smaller unit, however, cannot accommodate large quantities of vaccines which may be necessary in the future. Mr. Rouse will look into this matter further.

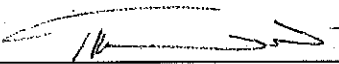
On occasion, a City employee (i.e. DPW or Wastewater) may require a tetanus or hepatitis vaccine. The Personnel Director inquired as to whether or not the City's public health nurses could administer this rather than referring the employee to the City's doctor. The Board determined that these types of vaccines could only be given by order of a licensed physician. In addition, in 2016, the Board had voted against the public health nurses administering occupational health services. It was suggested that, rather than the City send employees to an out-of-town doctor, the local Noble Express Care facility be utilized. Mr. Rouse stated that he would speak with the Personnel Director and recommend this option.

With no further items on the agenda to discuss, the meeting was adjourned at 7:25 p.m.

Minutes approved by:



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*Next anticipated meeting date: April 11, 2018*