



City of Westfield, Massachusetts  
Health Department

Board of Health Meeting  
Room 220  
June 13, 2018

RECEIVED

AUG - 2 2018

WESTFIELD CITY CLERK

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

Ms. Carnes opened the meeting at 6:04 p.m. Under public participation, Nicholas Morganelli, Jr. and Dawn Whitehill were present. The Minutes of the April 11, 2018, meeting were reviewed and accepted as printed. The Board began discussing items on the agenda.

Signature Authority – The annual contract signature authority form was presented and signed by the members of the Board giving Joseph Rouse authority to sign contracts.

FY 2019 Budget Update – The Landfill overtime budget has been reduced by 2½ %. The Finance Committee did not make any cuts to the Health Department budget.

**PUBLIC PARTICIPATION:**

None Scheduled.

**PUBLIC HEALTH:**

Drug Task Force Coordinator – Kathleen Sitler, the City's new Drug Task Force Coordinator, was introduced to the Board. She described her new role, various projects and activities in which she is currently involved, as well as future programs and initiatives she intends to pursue. She also expressed her desire to prepare a kit of various drug paraphernalia to assist parents in identifying these products and educating them. She wishes to remove the stigma associated with addiction, keeping awareness high and conveying the fact that addiction is a disease and not a choice.

Choke Saving Procedure Discussion – Inspector Cipriani addressed the Board with regard to specific choke saving regulations in the food service industry. Currently, there must be a trained individual on the premises at all times food is being served. Questions arose regarding on-line training classes versus hands-on classes. Mr. Cipriani will research this further and compile courses for review.

Baystate Noble Community Benefits Advisory Committee – Recently, a local physician contacted the Mayor expressing concerns with changes made at the hospital since being taken over by Baystate. Mr. Rouse recommended that the doctor speak to the Board with any such concerns. Questions arose as to what authority the Board may have with regard to resolving these issues.

Public Health Management Course – Mr. Rouse began attending an online 18-week course through Boston University. The first lesson was on June 12<sup>th</sup>, which he found very educational and informative.

**ENVIRONMENTAL HEALTH:**

Grease Trap Variance Request by The Pottery Cellar – The Pottery Cellar located in the Mill at Crane Pond has filed a grease trap variance request. Inspector Stephen Cipriani stated that all food establishments, as required by local regulations, need a FOG interceptor. He indicated that fats and oils are present in products other than the obvious fats from a deep fryer. Ms. Dawn Whitehill, Pottery Cellar owner, gave a brief explanation of what items she would be serving at her location and the manner in which they would be prepared. Ms. Whitehill offered to provide a sample menu along with preparation and handling techniques to Mr. Cipriani. It was suggested that a six-month variance be granted; after which time, the variance would either be extended or, should expansion of the menu be desired, a FOG interceptor would be installed. A Motion was made and seconded to grant a variance to The Pottery Cellar for a period of six (6) months with the following provisions:

- After six months of operation, any change in food operations shall be presented to the Board of Health for review;
- All food being served on-site will be served on a single use/disposable plate;
- When possible, all FOG residues shall be cleaned with a disposable towel before placing wash wares in the sink.

*The vote was as follows:*

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

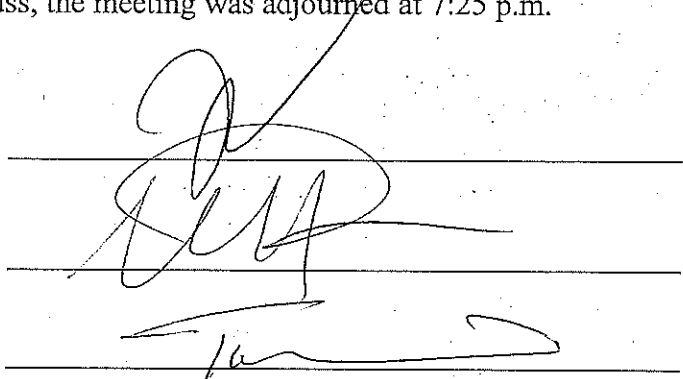
**INSPECTIONAL SERVICES:**

14 Country Club Drive Temporary Housing – The Health Department received a complaint with regard to an RV parked in the driveway of 14 Country Club Drive. The RV was hooked up to the home's water and septic systems, as well as extension cords to the electrical outlets. The RV was in an occupied state providing seasonal housing. The homeowner and occupants were ordered to disconnect the water, septic and temporary wiring connections within 30 days and appear before the Board at this evening's meeting should they wish to seek permission for temporary housing. They did not appear. Copies of zoning violation letters sent to the homeowners from the Building, Law and Health Departments were distributed to the Board members for their review. At this time, should the homeowner wish to obtain permission for temporary housing, they must appear before the City Council to request a special permit. The Board of Health cannot act on this matter.

Code Enforcement/Property Maintenance Process Discussion – The Health Department has been receiving many complaints from Councilors with regard to property maintenance. Residents have been seeking assistance through their Councilors rather than the Health Department. The See-Click-Fix feature available through the city’s website also allows residents to file a complaint anonymously, however, this method makes it more difficult for the Inspectors to follow-up should additional information be needed. Because an accusation of illegal search and seizure can be brought by the complaine, anonymous complaints are acted upon with less priority. The preferred method for property maintenance code enforcement is for the resident to file a complaint form directly with the Health Department.

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

Minutes approved by:

Three handwritten signatures are written on three horizontal lines. The top signature is a large, stylized cursive signature. The middle signature is a more compact cursive signature. The bottom signature is a shorter, simpler cursive signature.

/cam

*Next anticipated meeting date: August 1, 2018*