

RECORDED

APR 16 2014 6:50

The following meeting was videorecorded.

BOARD OF HEALTH

SPECIAL MEETING

WEDNESDAY, 16 APRIL 2014, 6:30 o'clock P.M.

TOWN HALL HEARINGS ROOM

Chairman Thomas J. Pires, Selectman, called to order at 6:33 P.M. on Wednesday, 16 April 2014, a special meeting of the board of health in the town hall hearings room. Present were Selectmen/board of health members Dean V. Cronin and Patrick W. Menges, Health Inspector Kevin Bernardo, Building Commissioner James Aguiar, Title V Inspector Joseph Pacheco, former Selectmen Nancy Goulart, citizen Bob Mullen, and Secretary to the Board of Health Rosalind Grassie, recorder. All pledged allegiance to the flag.

Mr. Menges moved that Selectman Pires be reelected as chairman of the board of health for 2014-2015. Mr. Pires silenced him, and declared that he must first declare all of the board's offices vacant. He then proceeded to so declare. Mr. Menges then again moved that Mr. Pires be chairman of the board of health, and the motion was seconded by Mr. Cronin, and passed upon a voice vote.

Mr. Pires stated that he has been on the board of health for nine (9) years now, that "a lot has changed", and that he enjoys serving. He spoke about his future public service intentions. He then nominated Mr. Menges as clerk of the board of health for 2014-2015; the nomination was seconded by Mr. Cronin. Mr. Pires declared the nominations for clerk closed and Mr. Menges was elected clerk upon a voice vote.

On a motion of Mr. Menges seconded by Mr. Cronin, the board of health voted to approve the minutes of its regular biweekly 6:30 P.M. meeting of Wednesday, 9 April, as prepared for the board's approval by the clerk.

Mr. Pires said that this would mark his last year on the board of selectmen and that he would be "stepping downstairs" to the planning board.

The reading of correspondence included (1) a Robert Abody dog food recall notice for 2-5-15 boxes of its high maintenance formula because of salmonella, which can be very serious, sometimes fatal; and (2) a Hazardous Waste flyer. Both items were read by Mr. Pires.

Mr. Cronin read public announcements: Hazardous Waste Day; Bulky Items Disposal Pickup will be in the Fall; Burning Permits; and Memorial Day Parade. Mr. Menges read announcements: Parade Planning Meeting; Return Census Forms; Dog Licenses; Sharps Disposal Containers Available. All announcements were printed on the obverse of the meeting agenda.

The board proceeded to Old Business, "Review/Discuss/Act: 15 Hours in the Board of Health Administration for a Health Agent". Chairman Pires stated that a fifteen hour per week clerical position for the board of health has been pos-

ted, and that "we should see where this goes and see if maybe we put the health agent (Clerk's Note: As used in these minutes, the terms 'health agent' and 'director' or 'director of public health' are synonymous; Mr. Pires refers to a 'health agent' for the same position referred to by Mr. Menges as 'director of public health'. See minutes of 26 March 2014.) on hold for six(6) months." He noted that there is a Town Administrator article on the warrant for the Annual Town Meeting (Monday, 2 June 2014) and if a Town Administrator is approved by the town, a Board of Health Director will not be needed.

Mr. Menges stated that because of the need for a board of health budget for Fiscal 2015, the question of whether it will include funds for a director of public health must be decided.

Mr. Pacheco stated that people are concerned about money being spent, and he is not sure that a director is needed at this time. What is needed, he said, is (clerical) administrative changes. For example, the filing system is antiquated.

Mr. Pires said that lack of space is causing a lot of issues. He suggested that the board of health should request 11" x 17" instead of full size prints be submitted with (Title V septic system) applications to save space.

Mr. Bernardo said, "I don't feel change is needed at this time. Moving forward with administrative help will put us in good shape."

Commissioner Aguiar said that he thinks that collectively the board of health works well together. "We fulfill our duties, all doing a good job," he said. He stated that the selectmen need to appoint a separate board of health: "The board of health needs to be its own entity. Consider appointing three more members to the board of health." He recommended bringing other backgrounds to the board of health, and then see if a Health Director is still needed or required.

Mr. Cronin spoke. Though his remarks were not written down, he may have alluded at this point to the question of logistics of accommodating a separate board.

Robert Mullen asked, "Are you getting rid of the additional administrative hours for the board of director position?", by which he was taken to mean the health director position. The board responded in the negative.

Mrs. Goulart asked the members of the board of health en banc, "What projects are each of you working on now?", explaining that she meant, what mandates from the Department of Public Health? and, what is the town nurse working on? She noted that as a selectman she had worked on a stormwater drainage by-law, and she mentioned Highway Department catch basins, the Department of Public Health, "Joe/Jim are Title V Inspector (by which she meant Messers. Pacheco and Aguiar). It was said that the town now has an intern to help with stormwater drainage initiative work.

Mrs. Goulart asked if anyone on the board had been assigned the task of researching splitting the board of health from the board of selectmen? Mr. Menges stated that a town meeting would have to vote to place the question of separating the boards of selectmen and health on a town election ballot. Mrs. Goulart asked if anyone had researched the potential expenses of splitting the boards. Mr. Menges stated that because selectmen would appoint qualified members to the board of health they would have to be paid; Mrs. Goulart said that she has said before, then cut selectmen's pays accordingly.

Mrs. Coulart asked, does the board attend seminars or do training on line? Mr. Pires stated that when there are classes to be attended, one of the selectmen will attend. He said that the board is very busy. She asked again what special projects the board has; Mr. Menges mentioned that the Gentlelady herself had called the board's attention to a new state initiative concerning disposal of offal, which would be a major project. Mrs. Coulart stated that there is no question that the board of health needs 15 (clerical) hours in administration.

Mr. Menges said that "we are talking about board of health administration on a day to day basis. He stated that the good personnel of the health department are entitled to professional leadership. He said that leadership of the public health department requires more than typing and filing capability. He recited the range of the health department's concerns, including solid waste disposal, and made mention of "certified sanitarian"; he said that a single professional in charge as a resource for an inspector executing an administrative warrant should be a "cell phone call away", and that a professional capable of responsibly preparing a consolidated health department budget is essential, noting that at present health department expenditures are salbed throughout the town budget. He warned that the town's liability was involved; that the cost of a director must be weighed against present conditions which could result in "extreme cost" to the town. He noted that the Board of Health had voted unanimously to approve a Health Director position, and that the purpose of the special meeting tonight had been discussion of a job description for the position. Mr. Menges then read his proposal for a job description for the position of Director of Public Health. The text from which he read follows and is a part of these minutes.

Mr. Pires agreed that the board approved up to 15 hours for a health director/health agent, but said, "I didn't vote for or against up to 15 hours." He then took up the subject of the job description. "I would never approve that (Mr. Menges' proposed) job description," he said, first taking umbrage at its mention of a master's degree; when Mr. Menges explained that that was "preferred", and that only a bachelor's degree in a health science related field was "required", Mr. Pires said, "I would never require a bachelor's degree for a resident in this town."

Mr. Cronin said that reorganizing the health department by splitting the boards (of selectmen and health) was discussed only at the first meeting at which restructuring was discussed. It was decided that a better option was Health Agent/Director. It was agreed to add an administrative 15 hours; motions were made and passed, to start. As for a supervisor, overseer, a Director: supervisor needed to be a go to person who knows what should or needs to be done when Health Agents have a question. Intent brought out to (note incomplete). This is to put money in the budget in case we decide to go forward with a supervisory person. There are weekly/monthly mandates that must be complied with, it was noted.

Mr. Pacheco stated that Rehoboth has one Health Agent and one Administrative Assistant to the Health Agent, part time. Mr. Pires noted, part time.

Commissioner Aguilar said that the board has raised many valid points/concerns, but said, "You can't get someone with the caliber you're looking for to be available during the day as a 'go to' person.

Mr. Menges stated that only someone who is available to be consulted during

the day will be hired. The Director will need to be only a cell phone call away, he said. If an applicant will not be available to advise or assist an agent, that applicant will not be hired. A Director's role, Mr. Menges said, should be to make our health agents feel good about the work they do and have a qualified person to support their efforts and assist them.

Mr. Bernardo asked what laws are they going to be looking for?

Mr. Menges said that a Director of Public Health needs to be accessible to the public and will interface with the public

Mr. Pires suggested that the administrative hours increase up to 15 hours a week (notes incomplete as to this sentence).

Mr. Cronin said, "Let's put money in the budget for the position; we can still wait to see in six or eight months." He then made a motion to initiate: "I move that we set aside money in the budget for 15 hours at \$20.00 (per hour) so that money is there when we decide to move forward." Selectman Menges seconded the motion. (The recorder indicated that Mr. Pires began, "I would like to (add?) (amend?)" but apparently did not complete his sentence. The chair called for a vote, and Selectmen Menges and Cronin voted in favor of the motion, and Mr. Pires voted against.

On a motion of Selectman Cronin seconded by Selectman Menges, the board of health adjourned at 7:29 P.M.

Respectfully submitted,

Patrick W. Menges
 PATRICK W. MENGES
 Clerk of the Board of Health

The Town of Dighton Board of Health has a total of not more than fifteen (15) actual hours a week for a Director of Public Health

Required:

- Bachelors of Science (BS) degree with environmental science or public health major required
- Five to Seven (5-7) years' experience in a municipal public health setting with at least one (1) year spent in a supervisory position required
- MA Soil Evaluator certification required
- Certified Food Protection certificate required
- Diverse inspectional background in the areas of food, housing, and Title V required
- Strong knowledge of all federal, state, and local public health laws and regulations, specifically in the areas of food, housing, hazardous materials, nuisances, and Title V required
- Knowledge of Animal Control laws and regulations required
- Knowledge of public health nursing functions required
- Strong knowledge of local government administrative functions including: annual budget development, employee accountability, drafting and implementation of policies, and ability to effectively collaborate with other town officials required
- Strong knowledge of Public Health Emergency Preparedness (PHEP) required
- Excellent computer skills required
- Valid MA motor vehicle operator's license and reliable transportation required
- Ability to prepare and write comprehensive reports in order to carry out effective code enforcement

- Must be able to be reached 24/7 and available to respond to public health emergencies when needed

Preferred:

- Master's Degree preferred
- Registered Sanitarian (RS) preferred (should be eligible to take the exam)
- Certified Health Officer (CHO) preferred (should be eligible to take the exam)
- MA Code Enforcement Lead Determinator Certification preferred
- Certified Pool Operator preferred

Applications are available at the Town Hall, 979 Somerset Avenue, Monday thru Thursday, 8:00 A.M. to 4:30 P.M. and Wednesday evenings, 6:30 P.M. to 8:00 P.M. Applications must be received by 4:00 P.M. on Tuesday, April 22, at the Town Hall. Interviews will be scheduled.

The Town of Dighton is an Equal Opportunity, Affirmative Action Employer.