

## BOARD OF HEALTH

Minutes of Meeting of March 11, 2014

Board members, Carol Bradford & Linda Huet-Clayton, Robert C. Leupold, Health Director and Michele Korman, Health Coordinator were present in the DPW conference room at 4:10pm and the meeting commenced at 4:40p.m

1. Minutes of Meeting of February 11, 2014 were approved.
2. Invoices were approved
3. Correspondence was reviewed and included the following:
  - (a) MDPH: Measles Alert: 2/13/14
  - (b) Commonwealth of Massachusetts Consented to Preliminary Order: Sudbury Realty Trust: Roberta Henderson
  - (c) Accounting spreadsheets: Monthly Statements: Jan. 2014
  - (d) Accounting spreadsheets: General Fund Revenues: Jan. 2014
  - (e) Accounting spreadsheets: Special Revenues: Jan. 2014
  - (f) Accounting spreadsheets: Trust Funds: Jan. 2014
  - (g) January 2014 BOH Nurse Report
  - (h) NStar Electric Gas report: 2/25/14
  - (i) Dept. of Public Works memo: Sand Hill Sanitary Landfill February 2014 Inspection Report
  - (j) Engineering email: Notice of Change to Ice Cream Truck Vendor Regulations: 2/12/14
  - (k) The Beacon newsletter: Feb. 2014
  - (l) The Beacon newsletter: Mar. 2014

### **Board of Health Nursing Position:**

- Robert C. Leupold, Health Director discussed the Board of Health Nursing Position:
- The job description was reviewed by the Human Resources Department to establish salary/grade based on the job description.
- Also discussed a time for Chairman McNamara to meet with the Human Resources Department.

### **MRC/CERT:**

- Carol Bradford, Board member discussed a SWAT Training by Capt. Tim Choate, Sudbury Fire Department for the MRC & CERT committees.
- The training will be a tabletop drill exercise for MRC and CERT members.
- Tentatively scheduled for the 1<sup>st</sup> Wednesday of April
- Will need to send out an email blast to members with the description of the event, training, and date and time
- To be held at the Senior Center, Fairbanks Road.

- Robert C. Leupold, Health Director discussed getting in touch with Marie Royea, Chairperson of C|ERT to develop an announcement regarding the training.
- Health Director also discussed creating a timeframe/frameworks for upcoming retirement on August 1, 2014

Meeting Adjourned:

5:00pm

Respectfully submitted:

Michele Korman  
Sudbury Board of Health  
Health Coordinator