

BOARD OF HEALTH

Minutes of Meeting of September 9, 2016

Chair Carol Bradford, Board members Susan Sama, Linda Huet-Clayton, Health Director William Murphy and BOH Administrative Assistant Michele Korman were present in the DPW conference room at 4:00pm and the meeting commenced at 4:00pm.

1. Minutes of Meeting of July 12, 2016 were approved
2. Invoices were approved
3. Correspondence was reviewed and included the following:
 - (a) BOH email: Meeting with Town Counsel: 7/21/16
 - (b) BOH Social Worker Consent Form
 - (c) BOH Social Worker Authorization to Release Information Form
 - (d) DPH memo: Bats & Rabies: 7/13/16
 - (e) League of Women Voters of Wayland & Sudbury Roundtable: 8/29/16
 - (f) PHEP Region 4A: Budget Period- Local Public Health Work plan and Deliverables
 - (g) BOH Nurse email: First Human Case of West Nile Virus: 8/16/16
 - (h) Mass. State Supplied Influenza Vaccine Formulations for the 2016-17 Season
 - (i) Know, Plan, Prepare memo
 - (j) BOH Nurse email: Site Activation Drill Template: 8/22/16
 - (k) BOH Nurse email: Influenza Vaccine Update: 8/17/16
 - (l) Constable William Pickett memo
 - (m) Sudbury Water District memo: Villages @ Sudbury Station: 7/22/16
 - (n) Mosquito Spray Schedule memo
 - (o) MassDEP memo: "Assistance Program for Lead in School Drinking Water"
 - (p) Horsley-Witten Group memo: Proposal to Conduct Stormwater Peer Review Village @ Sudbury: 7/11/16
 - (q) BOH memo to Zoning Board of Appeals: The Coolidge @ Sudbury-Phase II- Comprehensive Permit: 8/19/16
 - (r) DPH memo: Weekly Zika Virus Update: August 2016

4:00pm-4:05pm: Public Health Concerns

- Opportunity for residents to come in and address the Board with their concerns.
- **No concerns submitted**

4:05-4:15pm: Bruce Ringwall- 17 Cakebread: Septic Variance Request

- Mr. Ringwall addressed the Board asking for a septic variance in relation to Board of Health bylaws 3.0- Use of Leachbeds and 5.0- Filling expansion area
- Mr. Ringwall discussed proposed addition project @ #17 Cakebread, Sudbury- homeowners want to add 1-bedroom without having to disturb woods in their backyard. Mr. Ringwall is asking for relief to allow the use of a leach-bed system instead of trenches as well as construction and fill of expansion area without having to disturb abutting woods in the backyard.
- William Murphy, BOH Health Director discussed that the variance request for # 17 Cakebread, Sudbury would be a good decision since the house is already existing and the homeowner's are only wanting to add 1-bedroom.
- Susan Sama made a motion to grant septic variances for # 17 Cakebread, Sudbury, Chair Bradford seconded- Motion/Variance granted.

4:15pm-4:25pm: Opioid PSA Project: Anna Christian

- William Murphy, BOH Health Director discussed the Opioid PSA that Anna Christian, BOH Intern developed in collaboration with other town departments including the Town Manager, Police & Fire.
- Board members were shown the PSA during the meeting
- William Murphy, BOH Health Director discussed that the PSA will run on local Sudbury channels
- Linda Huet-Clayton, Board member discussed adding the PSA to the BOH website page.

Social Worker's Report August 2016

Home/Community Visits-The need for home and community visits increased over the course of the month as residents became aware that the social worker

position had been filled. An informational handout about this writer and the town social work services was distributed in the senior center and Longfellow Glen newsletters, and also posted on the town and HOPE Sudbury Websites. Visits included meeting with residents to discuss needs and services, supporting the completion of HOPE Sudbury applications, and checking in with at-risk residents.

Office Visits-Office visits also increased this month as awareness increased. Visits have been both scheduled and drop-in, and often involve residents in need of resources or support.

Referrals-Referrals to community resources were made consistently this month as residents presented with unmet needs. This writer has engaged in daily networking with community providers, leaders and non-profits to increase awareness of services available to residents. A comprehensive resource and referral binder is being developed. Additionally, this writer connected with a network of other town social workers and outreach workers who communicate regularly regarding community needs and resources.

HOPE Applications-Many residents' first connection with the social work department is through the HOPE application process. All applicants are informed that the purpose of HOPE applications going through the social worker is to open a deeper discussion about unmet needs and community resources. Significant time is spent interviewing, providing referrals, case management, processing applications and engaging in follow up. This writer also started a system of sending checks (with check receipt forms) directly to vendors and thoroughly documenting check activity in response to lost checks in the past. Application submissions have increased significantly in the past month.

Police Department/Fire Department Referrals- In July, this writer sent an informational handout about the social work department services and information on this writer to both the PD and FD. This writer also met with the fire chiefs, lieutenants and captains, as well as several of the police officers by attending shift turnovers. Engaging in contact with fire and police chiefs on a weekly or biweekly basis. When referrals come in, they are followed up on immediately, however, it is typical that multiple attempts are made prior to reaching the resident.

Fuel Assistance- The fuel assistance program through SMOC does not start until the fall/winter heating system. This writer contacted SMOC to be added to the

mailing list regarding upcoming trainings this fall. This writer also researched fuel assistance programs through National Grid and local agencies/non-profits in preparation for the upcoming heating season.

Presentations/Community Meetings-Provided informational sessions regarding town social work department to diverse groups to increase awareness of services offered. Also attended a variety of community meetings to increase awareness of social work department services and develop mutual aid relationships with others within Sudbury and the surrounding communities.

Food Pantry Deliveries-Made food pantry deliveries to residents who are unable to attend due to transportation or who would otherwise not utilize food pantry due to embarrassment. This is a way to maintain a connection with residents in need who might not otherwise reach out.

Working with community volunteers to facilitate deliveries as well.

Donations/Volunteers-Coordinated primarily with First Baptist Church and HOPE Sudbury's backpack drive volunteers regarding donations and volunteer opportunities, but also had some individual and small group's looking to donate goods and services. Will continue to seek out volunteer and donation opportunities. Working to coordinate a free clothing "store" at First Baptist Church this fall for low-income residents.

Phone Consultations/Case Management-These services range from hour long assessment calls with residents in need or concerned residents making referrals, to brief follow up case management on ongoing cases. There was a significant increase in these services as the month progressed, and there are several complex cases that the entire BOH department coordinates on.

Trainings- Attended two trainings this month in relation to aging and end of life care. Found and signed up for several additional low-cost and free training opportunities in the coming months on topics such as: ethics and record keeping;opioid epidemic; community violence; elder protective services; elder community services; and hoarding.

Other-Have been working on addressing confidentiality and record keeping with in the department through interdepartmental and interagency consultation as well as significant online research. Developed releases of information, informed

consent, confidential fax and email forms, in addition to preliminary progress note and intake assessment forms. Will continue to work with department to improve on these forms as needed.

September 2016 BOH Nurse Report

At the Sudbury COA there was 4 BP/Glucose screening dates with a total of 7S attendants. Health information on a variety of health topics was incorporated in each visit depending upon the client's health care educational needs.

Health information Board was updated to fall precautions. Senior center is trying to do an outreach for seniors to prevent falls. Educational materials and fall risk and environmental concerns were outlined.

Town Building BP screenings had 10 attendees in September. Musketaquid Housing and Longfellow Glenn monthly B/P screenings continues as well as a monthly education board. There were a total of 3 participants.

There were 11 communicable diseases reported for Sudbury for the month of September that required follow up and case reporting to the state. Completed the Camp Review Form for the state DPH.

Received all flu vaccine. All standing orders reviewed by Dr. Curran/ BOH physician. We have a total of 480 doses of flu vaccine. Two interns from Worcester state and UMASS started. They will be helping with flu clinics and emergency planning. Our revolving account has \$10,687.88. Mass Health reimbursement was obtained on September 23th. Had two flu shot clinics for fire and police. Gave a total of 40 flu shots. Increased amount of time spent on the MHS and Insurance reimbursement after each flu clinic.

Many complicated home visits. Had multidisciplinary meeting with one client's health care team. Working closely with Bethany Hadvab on many cases. Bethany and I met with three groups of fire fighters to discuss possible residents at risk. Starting to research fall occurrences at Orchard Hill to see if there are any policies that we may suggest to relieve some of the EMS calls to that facility for lift assist.

On September 7th ran a Facilities set up drill at the senior center. We had 1 hour for set up and actually did the entire drill in 22 minutes. Completed the Drill paperwork for submission to the state. MRC/CERT has a display in library with educational material for emergency preparedness available. Published in the town Managers Newsletter and website on emergency preparedness preparation with a shout out to volunteers of the MRC/CERT. MRC had one new member in September.

Attended a MAPHN meeting on September 1st. Organized a town employee wellness project with weigh ins at the senior center every Tuesday morning.

Future plans for October are to continue current screenings. Continuing flu clinics. Camp review of the season with Recreation Department.

Respectfully Submitted by: Phyllis Schilp BSN, RN 9/30/2016

Health Director's Report July/August 2016

Food Inspections- El-Basha restaurant opened in the Sudbury Crossing plaza. Inspections were conducted leading up to the opening. The restaurant operators have been in the business for many years and demonstrate a high level of food sanitation knowledge.

Stoneybrook Farm convenience store and Honey Dew donuts are schedule to open in the 29 Hudson plaza. A punch list of items has been given to the owners to finish prior to permit issuance.

A residential food permit was issued to Goodnow Chocolates at 80 Goodnow Road. The scale of the operation was much larger than anticipated. The building inspector and I have been

working to ensure all regulations are being met. The owner is seeking a wholesale license through DPH.

Another residential food permit was issued to the owner at 351 Maynard Road. She intends to bake Asian style baked goods on a small scale

Nuisance Complaints- The building inspector and I have been responding to complaints at Sudbury Crossing. Abutters have complained about noise, odors, and tree clearing.

Trash complaints continue at a secondary business of Sudbury Rug. The owners operate a junk removal business and often store many items at the Union Street location. Town Counsel has advised zoning violation orders be issued prior to health nuisance orders.

The Fire Department responded to a mercury spill. DEP responded and the mercury was recovered. We are holding the mercury until the household hazardous waste collection day.

DEP reported complaints of sewage odors at the Wayside Inn gristmill. Odors were present but were suspected to be decaying harvested milfoil weeds.

Septic Inspections- There were 16 soil evaluations and 32 installation/repair inspections.

Social Worker- Bethany Hadvab began her job as the new social worker. Support was given to make the transition manageable. Bethany has demonstrated numerous effective social work skills in her short time here.

Summer Intern- The summer intern completed the opioid training program and a PSA video to be aired on the local cable channel. She also attended a cyanobacteria workshop in my absence and reviewed the recent cancer incidence report.

Household Hazardous Waste Collection- The date for the household hazardous waste collection has been rescheduled to November 5th. Planning and advertising is in progress.

Eastern Middlesex Mosquito Control Project- A Sudbury mosquito tested positive for the West Nile Virus. A postings was placed on the Town website with an advisory.

List of Meetings:

1. Region 4A meeting
2. Department heads meeting
3. Staff Meetings (3)
4. Fire Captains meeting
5. Hope Fund
6. Intern meeting (3)
7. Coolidge

Nuisance Complaints:

- Sudbury Rug complaint- more complaints have come forward from a zoning viewpoint- regarding debris.
- There was a mercury spill- DEP responded

Miscellaneous Business:

- Household Hazardous Waste Collection Day: Saturday November 5th @ the DPW
- Mosquito tested positive for West Nile Virus- advisory has been posted on website/page
- Two private wells within Sudbury have gone dry
- Revised Animal Contract is currently being reviewed by the Selectman

- William Murphy, BOH Health Director discussed Intern Contracts with the Board members- Susan Sama, BOH member made motion for William Murphy, BOH Health Director to have the authority to sign BOH Intern contracts, Chair Bradford seconded- Motion granted/approved.

4:55pm: Health Director Performance Review:

- William Murphy, BOH Health Director discussed performance review with the Board-
 - (1) Out of the six (6) goals that were identified last year- five (5) were successfully attained

- Upcoming Goals moving forward:
 - (1) Revising Regulations
 - (2) Continue developing protocol/procedures in relation to Nursing and Social Work development
 - (3) Continue closely collaborating with the Water District regarding standardized well processes
 - (4) Ongoing office re-building/streamlining organization of office space/files

Meeting Adjourned: 5:30pm

Respectfully Submitted: Michele Korman

Sudbury BOH, Administrative Assistant