

Wellesley Board of Health
90 Washington St
Wellesley, MA
Meeting Minutes
September 20, 2018

Present:

Board:

Shepard Cohen, Chairman
Marcia Testa Simonson, PhD, Vice Chairman
Lloyd Tarlin, MD, Secretary

Staff:

Wanda Alvarez, Community Social Worker
Deadra Doku Gardner, Administrator
Cheryl Lefman, Community Health Coordinator
Ann Marie McCauley, Nursing Supervisor
Vivian Zeng, Environmental Health Specialist

In attendance:

Alison Cross, resident
Mary Gard, Advisory Committee, liaison
Beth Sullivan Woods, Board of Selectman

The meeting was called to order at 9:35 a.m.

The Board of Health approved the meeting minutes from July 31, 2018.

1. Administration

a) Chairman's Report

Shep Cohen reported on the following:

- Town-wide public awareness campaign – Shep Cohen reported that the Wellesley Health Department document is being distributed to all Wellesley residents via the WMLP invoice.

b) Director's Report

Leonard Izzo will provide an overview of the Department's activities at the next meeting. Mr. Izzo was not present at today's meeting.

c) Community Social Worker- Wanda Alvarez

Wanda Alvarez was introduced as the new Community Social Worker. Ms. Alvarez began part-time employment effective on September 5, 2018. She will be working approximately 19 hours per week.

Ms. Alvarez reported that she has met several clients and has been familiarizing herself with the department.

Ms. Alvarez reported that Cathy Brauner from the Wellesley Townsman will be interviewing her next week.

d) FY20 Budget

Beth Sullivan Woods reported that the Board of Selectman will be voting on the budget guidelines at their next meeting. Guidelines are anticipated to be 3% for the schools and 2.5% for all other departments.

A capital budget planning meeting is scheduled for October 10, 2018.

Additional information will be available at the next meeting.

e) Human Relations Contract (HRS)

The Board of Health reviewed the changes made by Town Counsel to the HRS contract for FY19. The Board of Health voted to authorize the contract however must further clarify the new insurance section provided by Town Counsel. Shep Cohen will contact the offices of Town Counsel for clarification. The Board of Health agreed to sign the contract at the next meeting and agreed that HRS be paid for their first quarter services.

Beth Sullivan Woods reported that she would contact Financial Services should the Board of Health need assistance having the invoices paid.

Additional information will be available at the next meeting.

f) Transportation Grant

In June 2018 the Fund of Wellesley issued a grant in the amount of \$5k for low income children to attend summer camp. On June 21, 2018. Leonard Izzo reported that additional funding was needed to cover the cost of the transportation busses. The Board of Health voted to approve the use of up to \$3100 from the Healthy Wellesley Fund to supplement the transportation.

At today's meeting the Board of Health approved additional funding of \$400 from the Healthy Wellesley Fund.

The total cost of the transportation was \$8500. Funding came from the Fund for Wellesley in the amount of \$5000. The remaining funds were from the Healthy Wellesley Funds in the amount of \$3500.

g) Tobacco Control Update

An article, provided by Carol Hannenberg, from the NEJM.org, 9/2018 titled "Adolescents' Use of 'Pod Mod' E-Cigarettes – Urgent Concerns", was distributed for review.

Additional information will be provided at the next meeting as the Director was not present at today's meeting.

h) Salary Reviews

At the last several meetings Shep Cohen reported that the Board of Health has requested a salary review of all department staff with the Human Resource Board. Mr. Cohen will contact the Human Resource Board before the next meeting. Mr. Cohen reported that he anticipates the salary reviews to be completed before the start of the FY20 budget season.

2. Community Health

a) Nursing Report

Ann Marie McCauley reported on the August 2018 nursing report. Ms. McCauley reported that flu vaccine has been delivered and that she has already completed multiple employee flu clinics.

Cheryl Lefman has been promoting the public flu clinics schedule for October 18 at the Warren Building and October 26 at the Council on Aging.

Ms. McCauley reported that the Town Clerks office has notified her that early voting will take place in the Warren Building. Ms. McCauley reported that we will be conducting Vote and Vaccinate clinics. Additional information will be made available at the next meeting.

b) Flu vaccine

Ann Marie McCauley reported that additional flu vaccine will be needed. The Board of Health approved and voted to purchase additional vaccine utilizing money from the Health Wellesley Fund.

c) Natural Resources Commission and Gas Leaks

At the May 24, 2018 meeting Dr Regina LaRocque, Vice Chair of Wellesley NRC spoke to the Board of Health in regard to gas leaks. Dr. LaRocque has requested that the Board of Health prepare and send a letter to Governor Baker requesting that gas leaks in close proximity to school grounds be repaired. The School Committee has signed the letter.

At the June 7, 2018 meeting it was confirmed that Marcia Testa Simonson will draft a Board of Health letter for the Board to review.

d) Mental Health Awareness

Shep Cohen and Cheryl Lefman reported on the mental health meeting which took place on September 12, 2018. Board members, department heads and staff were present from Wellesley Health Department, Police, Fire, Council on Aging, Wellesley Public Schools, Selectman's office and Human Relations Services.

Blythe Robinson Executive Director of Government Services will be preparing a report on Wellesley's mental health needs.

e) Programming

Cheryl Lefman reported on the following programs that took place in place for July:

- MEMA 101 – September 7, 2018

The following program are upcoming:

- Juuling and Schooling Program (NWH)- September 26, 2018
- COA Health Fair – September 27, 2018
- WHD Flu clinic – October 18, 2018
- WHD Flu clinic – October 26, 2018
- WHD Hear All About it- November 1, 2018
- WHD Car Safety Check TBA
- Resilience Project (NWH)- October 19, 2018

3. Environmental Health

a) 900 Worcester St Project

At the June 7, 2018 meeting Mr. Izzo reported that he had reviewed the concerns with the pool and reported on his concerns regarding having food service/bar services in the building. Mr. Izzo had reported that they must consider the future uses of the building and provide grease traps should there be an intent to dine. At this time the project is moving along.

Additional information will be provided at a future meeting.

b) Housing update

Beth Sullivan Woods reported that the Wellesley Gateway Center is on the real estate market.

Beth Sullivan Woods reported that the Wellesley Office Park has been gradually vacating the building spaces. The plan is to build a 350 unit apartment building within a village (Wellesley Marketplace).

c) Wellesley Housing Authority(WHA) update

The WHA Board Separation Statement was distributed.

Beth Sullivan Woods reported that Maura Renzella is now temporarily responsible for the Barton Road Housing Authority until there is a replacement for Paul Dumouchel.

d) Food Establishment

Vivian Zeng reported on the following:

- Paparazzi Restaurant has completed the renovations and is now open
- Whites Bakery plans are in process and is expected to open before year end
- The Local was recently inspected and resulted in three critical violations

e) Food Waste and Recovery

Alison Cross reported on the CHNA grant. There are nine communities that are a part of CHNA. Ms. Cross reported that Ellen Korpi, Vice Chair of the Wellesley Sustainable Committee provided a presentation for the CHNA. Ms. Cross has been working with Needham to establish a similar program to Wellesley. She reported that the Needham Board of Health is requiring additional information for the school programs.

Wellesley's 3R working group was recently recognized by the EPA (Region 1), receiving an Environmental Merit Award at Faneuil Hall.

Ms. Cross reviewed the Share Table program at Bates and Sprague Schools. Food is picked up in a transportation cooler and delivered to the Food Pantry on Mondays.

Ms. Cross reported on the current program at Mass Bay Community College (MBCC). The college is currently distributing Food for Free meals from a designated freezer chest on Wednesday and Thursdays. Two additional days will be added to the program at MBCC.

f) Tolles Parsons Center Kitchen (TPC) and Council on Aging (COA)

As noted in the Director's report of the last several meetings, the Tolles Parsons Kitchen has not been issued a Food Establishment permit.

At the last meeting Beth Sullivan Woods reported that she is now the new liaison to the Council on Aging (COA) and that there is a new Council on Aging Board in place. Ms. Sullivan Woods reported that a large punch list is now in place.

At today's meeting Ms. Sullivan Woods reported that Leonard Izzo has reviewed the requirements of the TPC kitchen. The location has ordered a warming cabinet for more than 30 meals. The kitchen will be sufficient for one-time events. Ms. Sullivan Woods also reported on the on-going issues with the sewerage back up.

Vivian Zeng reported that the COA has approximately 180 volunteers. Ms. Zeng reported that this is a high risk population with no food handling experience. Ms. Zeng will be conducting small groups of training for these volunteers to improve the food handling at the COA.

Additional information will be provided at a future meeting.

4. Emergency Preparedness

a) Emergency Preparedness Programming

To be reviewed at the next meeting.

5. Other

a) Action Item lists 09/20/18

The Board of Health reviewed the Action Item List for 9/20/18. In addition the Board reviewed Shep Cohen's sample BOARD/SENIOR STAFF ACTION ITEMS and STAFF PROGRESS REPORTS to be completed by the Director immediately following board meetings and forwarded to the board.

The next meeting of the Board of Health will be on Thursday, October 4, 2018.

The Board of Health meeting adjourned at 11:40 a.m.

Respectfully submitted,

Deadra Doku Gardner
Administrator

Documents reviewed during this meeting and on file in the Health Department:

- Action Item List (09/20/18)

- Drafts by Shep Cohen Board/Senior Staff Items (dated 7/31) and Staff Progress Report (dated 7/31)
- HRS FY18 report
- August 2018 monthly nursing report – Ann Marie McCauley
- Flu clinic date list
- WHA Board Separation Statement
- NEJM.org, 9/2018 titled “Adolescents’ Use of ‘Pod Mod’ E-Cigarettes – Urgent Concerns”