

**Board of Health Meeting
Regular Meeting Minutes
July 16, 2020**

The Hopedale Board of Health held a regular meeting on Thursday, July 16, 2020, at 6:00 p.m., in the Draper Room, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA. Those in attendance included: Chairperson Don Howes, Jason MacDonald, and Walter Swift. The meeting was not open to the public but was televised on the local cable station and videotaped.

A. CALL TO ORDER

Mr. Howes called the meeting to order at 6:00 p.m., noting that all members were present. He also noted that, due to the COVID-19 pandemic, and pursuant to Governor Baker's March 12, 2020 Order suspending certain provisions of the Open Meeting Law (OML), G.L. c30A §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of Hopedale Board of Health is not be open to the public but will be televised on the local cable station.

B. APPROVAL OF MINUTES

1. Regular Meeting: June 18, 2020

It was moved by Mr. MacDonald, seconded by Mr. Swift, to approve the regular meeting minutes of June 18, 2020. All voted in favor.

C. REPORT OF THE CHAIR

Mr. Howes reported that Librarian Robyn York put in a request to the Park Department for daily reading of books at the Summer Craft Program; this request was forwarded to Bill Fisher for review and approval.

Mr. Howes reminded residents that E.L. Harvey's bulk item pickup day is Thursday and requested residents not to put out prior to Thursday and keep sidewalks clear.

D. REPORTS OF BOARD MEMBERS

Mr. MacDonald reported that he placed a call with the town administrator two weeks ago regarding dogs in town hall and, as of this meeting date, has not received a return call.

Mr. Swift reported continued complaints regarding roosters in town. Mr. MacDonald stated he would follow up with the animal control officer. Mr. Howes reminded residents that permits for all types of animals is required and roosters are not allowed.

E. DISCUSSION ITEMS

1. FY2021 Budget Discussion

Mr. Howes reported that there is a finance committee meeting scheduled for July 17th to review the budget proposal for the annual town meeting.

Mr. Howes noted there were difficult decisions to be made. Board members reviewed three budget scenarios that would cover the cost of the health agent's salary while taking money from different line items; those line items were testing of pond water, hazardous waste collection and professional technical. Board members also reviewed two scenarios of the dog officer budget.

2. Animals in Town Public Buildings

Mr. MacDonald noted that two weeks ago he came into town hall and saw a dog roaming in the building, not on a leash and learned that the dog belonged to the town administrator. He stated that he placed a call to the town administrator two weeks ago and left a message regarding the nature of his call and has not received a return call. Mr. MacDonald stated that he likes dogs but he is dead set against animals in town public buildings, unless a dog is clearly identified as a service animal, especially when the town public buildings are open to the public.

Mr. Howes stated that no dogs allowed in public town buildings should be understood and the board should not have to do a policy. He reported that he believes the dog is no longer coming to town hall.

Mr. Swift reminded residents that service animals need to be clearly identified under the law.

It was the consensus of the board to revisit this issue only if required.

3. Other - None.

F. ACTION ITEMS

1. Health Agent Part Time Job Description

Mr. Howes reported that the town administrator, acting as procurement officer, was concerned there was no job description for the health agent. At a meeting with the town administrator and health agent, scenarios of the health agent as an employee or contracted service person were discussed.

Mr. Howes noted that the current Health Agent Bill Fisher's status from contracted services should be changed to an employee, which prompted the job description. He further noted there are no benefits with this position, such as

vehicle, gas, phone, health insurance. Bill is willing to do the same amount of work as a part-time employee as he is currently doing as a contracted service person. This will save the Town a little bit of money as he will not be charging by the hour or by the inspection at his rate of \$85.00 per hour. The average full-time health agent's salary is \$65,000. Half, (\$30,000 - \$35,000) is what the Town of Hopedale would be offering, which makes the position a part-time position. The Town would never be able to hire a full-time person for that \$30,000 to \$35,000 plus pay benefits. Full-time agents are in high demand now due to COVID-19. Because the position is not contracted, the Town does not have to go out to bid.

It was moved by Mr. MacDonald, seconded by Mr. Swift, to approve the health agent part time job description, noting that the job description was a baseline not knowing how much impact the COVID-19 pandemic will affect the job description. All voted in favor.

2. Appointment of Health Agent as an Employee Not Contracted Services

It was moved by Mr. MacDonald, seconded by Mr. Swift, to appoint Bill Fisher as a part time health agent and authorize the chair to discuss the salary range with Mr. Fisher. All voted in favor.

2. Approval of Disposal Works System Repair Plan: 7 Richard Rd.

Board members reviewed the septic system repair plan for 7 Richard Rd. It was moved by Mr. MacDonald, seconded by Mr. Swift to approve the plan. All voted in favor.

3. Other – None.

G. INFORMATIONAL ITEMS

Information items included:

1. Central Mass Mosquito Control Project: July 2020 Spraying
2. Standard Operating Protocols for the Workplace During COVID-19
3. Determination for Town Basketball Courts
4. Approved Programs During COVID-19 Pandemic
5. FY2021 Activities/Actions By Month Schedule
6. FY2021 Liaison List

H. FUTURE AGENDA ITEMS

1. Review of No-Smoking on Town Property Regulation
2. Review of 2005 Regulations Concerning Trash Disposal Containers

I. NEXT MEETING

The next meeting of the Board of Health will be Thursday, August 20, 2020.

Mr. MacDonald noted that one of the recycle center employees had medical issues that are preventing him from returning to work for a few more months. It was the consensus of the committee that a new employee might need to be hired.

Mr. Howes commended local youths for admitting to the construction of a clubhouse made out of wood pallets and then working with the police department to remove the structure.

J. ADJOURNMENT

At approximately 7:07 p.m., it was moved by Mr. MacDonald, seconded by Mr. Swift, to adjourn. All voted in favor.

Respectfully submitted,

Carol A. Villa

Carol A. Villa
Recording Secretary

Approved: August 27, 2020

**Board of Health
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Documents List**

1. Draft Minutes: June 18, 2020 Regular Meeting
2. FY'21 Budget Scenarios
3. Health Agent Part Time Job Description
4. Approval of Septic System Repair Plan: 7 Richard Road – *available upon request*
5. Informational Items
 - a. Central Mass Mosquito Control Project: July 2020 Spraying
 - b. Standard Operating Protocols For the Workplace During COVID-19
 - c. Determination for Town Basketball Courts
 - d. Approved Programs During COVID-19 Pandemic
 - e. FY2021 Activities/Actions By Month Schedule
 - f. FY2021 Liaison List