

**Board of Health Meeting  
Regular Meeting Minutes  
February 20, 2020**

The Hopedale Board of Health held a regular meeting on Thursday, February 20, 2020, at 6:00 p.m., in the Draper Room, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA. Those in attendance included: Jason MacDonald and Donald Howes. The meeting was videotaped.

**A. CALL TO ORDER**

Mr. MacDonald called the meeting to order at 6:00 p.m., noting that Mr. Swift was absent.

**B. PUBLIC COMMENTS – None.**

**C. APPROVAL OF MINUTES**

1. Regular Meeting: January 16, 2020

It was moved by Mr. Howes, seconded by Mr. MacDonald, to approve the regular meeting minutes of January 16, 2020. All voted in favor.

**D. REPORT OF THE CHAIR**

Mr. MacDonald reported that he participated in the yearly emergency preparedness drill with Mr. Fisher and Ms. Villa, which was held at the junior/senior high school. The drill involved setting up signs, different stations, doing a mock emergency scenario and listening to suggestions from the state.

**E. REPORTS OF BOARD MEMBERS**

Mr. Howes stated that he asked Ms. Villa to report on some of the issues she and Mr. Fisher deal within the Board of Health office. Ms. Villa reported on the activities that occur on daily and monthly basis, as-needed basis, past month activities, current on-going activities, and upcoming work.

**F. DISCUSSION ITEMS**

1. **Annual Permit Fee Schedules**

- a. FY2020
- b. FY2021 Draft

Board members reviewed the current permit fee schedule and the proposed FY2021 permit fee schedule, noting that a vote on the fees will occur at the next board meeting.

## **2. Recycle Center Fee Schedule**

Board members reviewed the current recycle center fee schedule noting that increases should be made, a comparison to E.L. Harvey's non-burnable bulk items should be made, and a vote on the fees will occur at the next board meeting.

## **3. Recycle Center Payroll V Revenue**

Board members reviewed recycle center payroll vs. revenue data sheet, noting again the need to increase recycle center fees and the possible hiring of additional recycle center employees.

## **4. Other**

Board members discussed the possible need for recycle center employees.

# **G. ACTION ITEMS**

## **1. Use of Dog Van**

Board members discussed the use of the Hopedale dog van/animal control vehicle, noting that at the November 21, 2019 regular meeting, Animal Control Officer Kevin Sullivan reported that he uses the Blackstone-Millville regional animal control vehicle to respond to Hopedale calls. Should that vehicle no longer be available, or Blackstone-Millville forbids him from using the regional vehicle for Hopedale calls, he would then need a vehicle for use in Hopedale.

After discussion, it was moved by Mr. Howes, seconded by Mr. MacDonald that, since the dog van is not being used on a regular basis, to share the vehicle with the Highway Department, with the understanding that if at any time the vehicle is needed by the animal control officer the Highway Department will make it available immediately. Further, that any maintenance costs and/or repairs that occur during the use of the vehicle by the Highway Department will be charged to the Highway Department and not to the Board of Health or Dog Officer budgets. All voted in favor.

**2. Recreational Camp Permit Fee**

Board members were informed of the need to set a recreational camp for children permit fee. No votes were taken. This item will be placed on the next board meeting agenda for action.

**3. Other – None.**

**H. INFORMATION ITEMS**

1. FY2019 Annual Report
2. Simple Recycling Textile Receipt: 12/31/2019
3. FY2020 Estimated Shortfall
4. Mosquito Control Project FY2021 Budget Notification
5. Accounting Office Expenditure Ledger: 1/31/2020
6. Line Item Transfer: 2/12/2020

**I. FUTURE AGENDA ITEMS**

1. Set FY2021 Annual Permit Fee Schedule
2. Set 2020 Recycle Center Fee Schedule
3. Annual Appointment of Inspector of Animals

**J. NEXT MEETING**

The next meeting of the Board of Health will be Thursday, March 19, 2020.

**K. ADJOURNMENT**

At approximately 6:58 p.m., it was moved by Mr. Howes, seconded by Mr. MacDonald, to adjourn. All voted in favor.

Respectfully submitted,

*Carol A. Villa*

Carol A. Villa  
Recording Secretary

**Approved: March 19, 2020**

**Board of Health  
February 20, 2020  
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Documents List**

1. Draft Minutes: January 16, 2020 Regular Meeting
2. Annual Permit Fee Schedules
  - a. FY2020
  - b. FY2021 Draft
3. Recycle Center Fee Schedule
4. Recycle Center Payroll V Revenue: 1/27/2020
5. Draft Email re: Use of Animal Control Vehicle
6. Informational Items
  - a. FY2019 Annual Report
  - b. Simple Recycling Textile Receipt: 12/31/2019
  - c. FY2020 Estimated Shortfall Data
  - d. Mosquito Control Project FY2021 Budget Notification
  - e. Accounting Office Expenditure Ledger: 1/31/2020
  - f. Line Item Transfer: 2/12/2020