

**Board of Health Meeting
Regular Meeting Minutes
May 16, 2019**

The Hopedale Board of Health held a regular meeting on Thursday, May 16, 2019, at 6:00 p.m., in the Draper Room, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA. Those in attendance included: Walter Swift, Jason MacDonald and Donald Howes. The meeting was videotaped.

A. CALL TO ORDER

Mr. Swift called the meeting to order at 6:00 p.m., noting that all members were present.

B. APPOINTMENT OF OFFICERS

1. Appointment of Chairperson

It was moved by Mr. Howes, seconded by Mr. Swift, to appoint Jason MacDonald, as Chairperson. All voted in favor.

2. Appointment of Vice Chairperson

It was moved by Mr. MacDonald, seconded by Mr. Swift, to appoint Donald Howes, as Vice Chairperson. All voted in favor.

3. Authorization to Sign Payroll and Departmental Payment Vouchers

It was moved by Mr. Swift, seconded by Mr. MacDonald, to authorize the Chairperson and Vice-Chairperson to sign payroll and departmental payment vouchers. All voted in favor.

C. PUBLIC COMMENTS – None.

D. APPROVAL OF MINUTES

1. Regular Meeting: April 18, 2019

It was moved by Mr. Howes, seconded by Mr. Swift, to approve the regular meeting minutes of April 18, 2019. All voted in favor.

E. REPORT OF THE CHAIR – None.

F. REPORTS OF BOARD MEMBERS

Mr. Howes reported that the recycling center will be closed Saturday, May 18th, due to paving at the entrance and there are not enough employees available to work on Sunday, May 19th, to open on that day.

Mr. Howes suggested that old stickers be used, regardless of the color, and the attendants just put the number “9” on the stick before it is handed out. Going forward, the stickers should be done on a calendar year instead of a fiscal year.

Mr. Howes reported that a resident complained about the inaction of an employee at the recycling center. Mr. MacDonald stated that he would handle the issue.

Mr. Howes has a call into the animal control officer regarding an issue where a dog was attacked, and a resident was bitten. He is waiting to hear back from the animal control officer.

G. ACTION ITEMS

1. Appointment of Mary Watson: Duties and Hours

It was moved by Mr. Howes, to appointment Mary Watson as a nurse with a salary note to exceed seven hundred dollars (\$700.00) for fiscal year FY2020.

Mr. Swift noted that the Salmon VNA contract provides for five wellness clinics that are not be utilized. After a brief discussion, it was the consensus of the board to table this item until it had an opportunity to review the wellness clinics and Ms. Watson’s services with the Council on Aging and requested that that the secretary reach out to Carole Mullen to see if she was available to attend the next board meeting on June 20th to discuss the issue.

2. Other – Contract with E.L. Harvey & Sons, Inc. for Municipal Solid Waste and Recyclables Collection and Disposal.

It was brought to the board’s attention that E. L Harvey requested an increase in the new contract by \$4,000 because of a recalculation of the prevailing wage. At the time of the RFP and the bid in October, the DOL had the prevailing wage at a lower rate than what was calculated in April for the signing of the contract. E.L. Harvey recalculated it wages based upon the new amount, which resulted in an increase of \$4,000. The town administrator stated that the town would be able to cover this increase.

H. DISCUSSION ITEMS

1. Review of FY2020 Board of Health Meeting Schedule

After discussion, it was the consensus of the board to approve the proposed FY2020 meeting schedule.

2. Review of FY2020 Annual Activities/Actions by Month Calendar

After discussion, it was the consensus of the board to approve the FY2020 annual activities/actions by month calendar, with the understanding that approvals would be added on an as-needed basis and additional action and discussion items may be added from time to time.

3. Review of FY2020 Salmon VNA & Hospice Contract (if available)

After review of the contract, it was moved by Mr. Swift, seconded by Mr. Howes, to approve the contract between the Town of Hopedale and the Salmon VNA & Hospice and authorize the chair to execute the document. All voted in favor.

4. Recycle Center Hours of Operation

The board discussed the possibility of changing the hours of operation to perhaps reducing the hours on Saturday and scheduling hours on Sunday. The board noted it would get feedback from the recycling center employees and residents.

5. Key System for Recycle Center

The board discussed streamlining the key system at the recycle center with a master key and numbered keys, after July 1st.

6. Do's and Don'ts for Recycle Center Employees

The board discussed establishing procedures and “do's and don'ts” for recycle center employees, such as: arrival time, department time, unpaid lunch, checking cars as they come in, raking debris, etc.

7. Cost of Recycle Bins to Residents

After a brief discussion, it was moved by Mr. Swift, seconded by Mr. Howes, to set the fee of a recycle bin at ten dollars (\$10.00). All voted in favor

8. Other – None.

I. INFORMATION ITEMS

1. Ed Caracino of Excavating Solutions rates for FY2020.

2. Expenditure Ledger: 4/30/19

J. FUTURE AGENDA ITEMS

1. Review of FY2019 Encumbrances
2. Review Annual Salmon VNA & Hospice Contract (if needed)

K. NEXT MEETING

The next meeting of the Board of Health will be Thursday, June 20, 2019.

J. ADJOURNMENT

At approximately 6:50 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: June 20, 2019

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Documents List

1. Draft Minutes: April 18, 2019 Regular Meeting
2. Mary Watson Appointment Letter: Draft
3. Payroll VS. Revenue: Recycle Center
4. FY2020 Meeting Schedule: Draft
5. FY2020 Activities/Actions by Month Calendar: Draft
6. FY2020 Salmon VNA & Hospice Contract
7. Informational Items
 - a. Notice from Ed Caracino, Excavating Solutions
 - b. Expenditure Ledgers: April 30, 2019