

TOWN OF MILTON
MEETING MINUTES OF THE BOARD OF HEALTH
Thursday, August 1, 2019 @ 3 p.m.
Town Office Building, Baker Room

Attending:

Roxanne Musto, RN-C, MS, ANP, Chair
Mary F. Stenson, BSN, R.N., Secretary
Laura T. Richards, Esq., Member
Caroline A. Kinsella, BSN, RN, RS, Health Director, Public Health Nurse

1. Administrative Tasks:

The meeting was called to order. There were no bills to be signed for payment and no citizens present to address the Board. Included in the packets were the Agenda, Minutes from the June 3rd meeting, Recommendations from the Health Director, Reports from the Health Agent and Public Health Nurse, the Health Director's reports from April, May and June and a letter and plan signed by Paul Brogna relative to 10 Carberry Lane. Minutes from June 3rd were approved.

2. 10 Carberry Lane septic variance request.

Peter Lyons was present on behalf of Collins Engineering to request a local upgrade approval on 10 Carberry Lane. He stated that setbacks and Title 5 requirements had been met. Septic consultant Paul Brogna recommended approval. Member Musto stated that Mr. Collins' presentation seemed to be straightforward. The Board made a motion to approve the variance request to allow a vertical separation reduction from the required 4 feet to 3 feet. The Board voted all in favor.

3. 524 Adams St. Stephanie McFadden commercial kitchen

Stephanie McFadden explained via email her difficult situation to the Board relative to the challenges of finding a temporary commercial kitchen for her business, "Cooking with Stephanie". Her present location, Bent's Cookie Factory, is being renovated and the opening will be delayed until approximately January. Ms. McFadden is hopeful that she will acquire the temporary use of 524 Adams Street which is commercially zoned. She asked for leniency in the typical requirements to operate her business temporarily from the 524 Adams Street site, previously a dental office. She also stated that she is trying to reduce costs during this time of transition. The Health Director asked Ms. McFadden to contact the Health Agent regarding some of the waivers that she is requesting. Ms. McFadden's variance requests were presented to the Board of Health. The Board approved the following variances for the applicable code sections as cited in the 105 CMR 590,000, Minimum Sanitation Standards for Food Service Establishments and the 2013 FDA Food Code:

1. **Service Sink Variance:** The tub on the premises will be designated as the mop sink since it provides a floor drain. The tub will be used solely as a mop sink and will be clearly labeled as such.
2. **Floors, Walls and Ceiling Variance:** The food establishment currently has wood floors which need to be sealed. This material will be allowed as the flooring material for the food establishment provided that the rooms with wood floors that are used for food preparation and storage are recoated with a wood sealer to seal the floors from dirt, debris, moisture and other intrusions.
3. **Grease trap variance:** Mark Kelly, Milton Plumbing inspector has agreed to waive the need for a grease trap in the food establishment since this is a temporary situation. He is fully aware of Ms.

McFadden's cooking style and has agreed to the grease trap variance due to the temporary location of the business. The Board has voted to waive this requirement per Mr. Kelly's recommendations.

Ms. McFadden was informed that any variance may be subject to such qualification, revocation, suspension, or expiration as the Board of Health expresses in its grant. A variance may otherwise be revoked, modified, or suspended, in whole or in part, only after the holder thereof has been notified in writing and has been given an opportunity to be heard in conformity with the requirements for an order and hearing in 105 CMR 590.015.

The Board approved all three variance requests. The Health Director and Health Agent visited the site and took photos.

The Board of Health also discussed application and permit fees for Ms. McFadden's new food establishment location. The Board voted against waiving the plan review application fee of \$150.00. Ms. McFadden must also pay the \$150.00 plan review application fee when she relocates back to her former food establishment location at 7 Pleasant Street. The Board's rationale behind this decision is that the Health Agent and Health Director will still need to take the time to review each food establishment plan review as Ms. McFadden relocates her food establishment from one location to another. The Board did not vote in favor of waiving the food permit application fee of \$400.00 for the 524A Adams Street location as a one-time approval. The Board will reevaluate whether or not they will waive the food permit application fee when Ms. McFadden relocates back to 7 Pleasant Street.

4. Thayer Nursery Holiday Boutique Permit

Thayer Nursery owner Maggie Oldfield paid the \$25.00 temporary permit fee for her annual Holiday Boutique. In response to a previous inquiry made by Ms. Oldfield about the possibility of Thayer Nursery becoming a food establishment, the Board stated that Ms. Oldfield must address the matter with Town Zoning officials.

5. Health Agent

The Health Director informed the Board that the new Health Agent, Laura DelleChiaie is adjusting well into her new role, working with consultant Bridget Sweet and attending a free training this week at Johnson and Wales University. The Health Agent spoke about her trainings. She addressed Brueggers' cracked tiles with the Board and dumpster issues. The Board stated that the establishment should be closed if violations are not corrected by August 9th.

6. Milton Substance Abuse Prevention Coalition

The Health Director informed the Board of the following MSAPC updates:

- The MSAPC received a \$1,000 donation from the Milton Rotary Club and \$5,000 from BID Milton.
- There is a new job posting for a member to join the Youth Task Force.
- Following a meeting with Assistant Town Administrator, the MSAPC project coordinators will not receive raises until October, after the completion of one year of employment.
- Lillian Whelan has completed her time as a consultant.
- Three new members are joining the Core Stakeholders group while three have resigned from serving.
- Senator Walter Timilty filed a bill #4512-020 in which every Town in his district gets \$30k for substance abuse coalitions. The funds will be used for Ms. Stillman's salary as Program Director of the MSAPC.
- For IRS purposes, Ms. Stillman will be presenting future reports from a Coalition standpoint, not from an employee standpoint.

- Laurie Stillman believes a letter should be sent to the Select Board encouraging them to promote health and wellness as part of their goals and objectives. According to the Select Board's website, health and wellness are not part of their goals and objectives.

7. Old Business:

- The Health Director informed Ms. Musto that the Cunningham Pond chlorinator is operating as it should.
- The Health Department has permitted 19 summer camps this year compared to 10 last year.
- 41 Houston – Health Department may need to bring landlord Jean Folly back to court for failure to correct violations.
- Ethics training is required every two years and must be completed by those employees and volunteers that have not yet completed it.

8. New Business

- The FY 2019 has ended. Many invoices were paid.
- The Health Director stated that she has been very busy consulting with the Accounting Department for drawing down DFC Grant money totaling \$29,394.35. Payment will be deposited to the DFC revenue account.
- The Health Department was awarded PHEP grant monies totaling \$2880 for cell phone, tablet and data service for one year.
- A letter was sent from the Town Administrator to the FAA and Massport regarding the RNAV Study/Block 2.
- The Health Director is considering a re-class of her job from level 9 to level 10 for next fiscal year. The Board was supportive.
- Town Administrator Michael Dennehy contacted the Health Director twice to request that the Board of Health attend a meeting of the Select Board so that they may be updated relative to Health Department happenings. The Board discussed Mr. Dennehy's request and concluded that the Select Board should attend a Board of Health meeting rather than the Board of Health attend a meeting of the Select Board if they would like to learn more about recent happenings in the Health Department.

9. Future Meeting Date

The next regular meeting of the Board of Health is scheduled for September 9th at 7 p.m.

10. Adjournment

The meeting adjourned at 5 p.m.

Mary F. Stenson, BSN, R.N., Secretary

