

## BOARD OF HEALTH MEETING

Tuesday, March 5, 2019 – 5:00 PM – Richmond Town Hall, 1529 State Road

**PRESENT:** Ms. Louise Maron, Chair; Mr. Peter Cohen; Mr. Fred Schubert; Mr. Andrew Fisher; Mr. Tony Segal; Mr. John Olander, Agent; Ms. Phyllis LeBeau, Recording Secretary

**ABSENT:**

**GUEST:** Ms. Jayne Smith, Berkshire Public Health Alliance; Ms. Laura Kittross, BRPC, Berk. PH Alliance; Ms. Emilie Jarrett, Community Health Assn.; Mr. Erick Bartlett, Bartlett's Orchard; Mr. Chris Pratt, Heirloom Fire Catering

Ms. Maron called the meeting to order at 5:00 PM.

**Bartlett's Orchard – Review Issues:** Miss Maron turned the floor over to Ms. Jayne Smith to reiterate Bartlett's Orchard's application to declassify their water system from public to private. Ms. Smith worked with the Bartletts to properly complete the application so that the Board of Health could sign off on it. At the last meeting of the Board, the application was reviewed by the Board and it was determined that some of the application had not been completed.

Mr. Eric Bartlett worked on providing the missing information, which included an employee count and a description of their plans to declassify the water system. Mr. Bartlett presented a spread sheet for 2017 and 2018 that provided the total number of employees and the family members' homes that are included in the water system. Ms. Maron asked about the actual sign-in sheets for employees for the two years mentioned. After some discussion, it was decided that, in order to comply with the instructions in the application, Bartlett's would supply daily sign-in sheets to Ms. Smith and Mr. John Olander as the Board's Agent for review.

Mr. Schubert asked what further action Bartlett's should be asked to take beyond what they have been doing regularly. Ms. Smith responded that once the DEP releases them and declassifies the water system to private, it becomes the Board's responsibility to establish a protocol that Bartlett's must follow for the Board to certify that the water is safe. Mr. Bartlett offered to have the lab provide test results directly to the Board.

Mr. Segal moved that the Board accept the new application, pending satisfactory review of employee attendance logs. Mr. Fisher seconded the motion, which was passed by unanimous consent.

**Heirloom Fire Catering:** Mr. Chris Pratt explained some of the processes his company uses to prepare foods, many of which require creating Hazard Analysis Critical Control Plan (HACCP). Those Plans highlight all the critical control points and both preventive and corrective actions that Heirloom Fire will take to assure the safety of their food products. They have developed logs to keep track of meat products as they arrive so that they can backtrack in the event of a

failure to determine where the problem lies. Heirloom Fire's HACCP plans provide Ms. Smith with a record to review the logs to see if Heirloom has taken all the necessary steps to assure the safety of the foods. In response to a question of the honesty of the notations in the logs, Ms. Smith provided some ways she has learned to recognize falsified logs.

There was considerable discussion and explanation of the various cooking methods that Heirloom Fire uses and the safety plans in place for each for the Board's edification.

Mr. Pratt and Ms. Smith will meet and prepare a status report for the next meeting of the Board.

**Revised 2020 Board of Health Budget:** Mr. Fred Schubert explained that he had added \$1,500 to the proposed 2020 budget for the Board of Health in order to fund additional services from the Berkshire Public Health Alliance in the face of the Board's Agent, Mr. John Olander's cutting back his hours. Mr. Schubert outlined the additional services that are needed:

Follow-up for complaints – part of the additional \$1,500 was for that help.

Clerical help – the Board wanted to be sure that the necessary clerical work was being provided for.

Septic system inspections – for those times when the Board's Agent would not be available to do a Title V inspection, the inspection could be completed by the BPHA and there would be funds available in the budget to pay for those services.

Ms. Smith explained that the additional \$1,500 that BPHA had quoted to take on more services pretty much covered anything that would come up in the purview of the Health Agent in the Town of Richmond, whether Ms. Jayne Smith would be doing the work or someone else would be providing back-up. That also covers her regular attendance at the meetings of the Board of Health.

Ms. Claudia Ryan, Richmond Admin. Assist., has been working with Mr. Olander to support him with the day-to-day clerical assistance that the BPHA does not undertake. In response to Mr. Schubert's question whether Ms. Ryan has adequate time to be responsible for those additional duties, she replied that she felt for the most part that she would. There was some discussion of the possibility of Ms. Ryan working additional hours for the Board of Health and being compensated from their budget for that time.

The discussion having ended, Mr. Peter Cohen moved to approve the \$1,500 addition to the Board of Health budget and to accept the budget as revised. The motion was seconded by Mr. Andy Fisher and adopted by unanimous vote.

**Community Health Association Report:** Ms. Emilie Jarrett reported on the recent Hepatitis A outbreak. There was one case reported in Pittsfield since the outbreak in Worcester in early January. She provided information on the populations seen to be most affected by the disease and the work being done by local nurses in holding Hepatitis A clinics and providing

vaccinations. She outlined some of the causes for the spread of the disease among the homeless population and users of illegal I.V. drugs as well as the incarcerated population. There were 318 cases this year in Massachusetts, but there were no cases reported in Richmond.

Mr. Schubert asked what, if anything, this Board should be doing. Ms. Kittross noted that it is important that the Richmond Board of Health mind-set not be that we are immune here, but that continuing education is the key to avoiding an outbreak. Ms. Jarrett asked that education of the public about getting vaccinated against Hepatitis be included in the Town's weekly e-newsletter. Ms. Phyllis LeBeau was asked to include a notice in the next issue that Ms. Jarrett will send to her. She will accomplish that.

**Balderdash Special Permit Application:** Ms. Maron noted that the permit was sent to the Board for review. Ms. Maron questioned what interest the Board of Health would have in relation to this application. Mr. Segal said that the permit seemed to be concerned mostly with noise, parking, music, etc. none of which is of interest to the Board of Health.

Ms. Smith asked whether Balderdash had submitted any permit requests for their kitchen – the answer was that no one on the Board was aware of any such document. Ms. Smith reported that on her visit to the winery, she found that their food preparation area is too small to properly prepare food. She felt that, given that fact, there should be some Board of Health involvement in the application process. Mr. Olander noted that it is Balderdash's responsibility to present the Board of Health with a plan for food service at their facility that the Board must approve before they can be licensed to serve food. That has not been done.

Ms. Smith advised that the Board of Selectmen is probably looking to the Board of Health to raise the issue of food preparation and service when they submit the application for the Special Permit. She suggested that the Board write a recommendation to the Board of Selectmen to reserve approval of the Special Permit as follows and that a motion to that effect be made:

The Richmond Board of Health recommends that Balderdash be required to submit information on its food preparation area for the BOH for their approval prior to the issuance of the Special Permit. Their submission should include, but not be limited to the following:

- A Kitchen layout plan;
- Information on kitchen equipment;
- Proposed use of the food preparation area, including menu;
- Information on the extent this area will be used during events for both catering and in-house food service; and
- A plan for events that will ensure that the use of the septic system will not exceed design capacity.

Mr. Fisher so moved. He was seconded by Mr. Peter Cohen and the motion was passed by unanimous consent.

There was a discussion of the whole complicated issue of catering, licensing and protecting the public and what role the Board of Health has in different situations. Ms. Smith offered to provide the Board with a written explanation of the existing rules concerning catered affairs and other instances of providing food to the public. The Alliance has been working on an overview of what permits are required for various events at which food is prepared/served.

**Current News and Events: (See attached)**

1. Compost Bin Offer – Mr. Olander noted that the offer has expired
2. Climate Change Webinar – a link was provided
3. Safety Toolkit for Local Public Health Training – Meant for Health Agents. Will include training for interpersonal relations, de-escalating situations, etc.
4. Short-Term Rental Workshop – information available at bcboha.org
5. Mass. DEP Winter Seminars – introducing new items in the field for education. Scheduled for March 28<sup>th</sup>
6. County Health Ranking Release Event – Berkshire County ranked 12 out of 14 counties, but Mass. ranked high in the U.S. The keynote speaker will be talking about priorities, health equity, health disparities. The Event is scheduled for March 25, 2019 from 1:00 – 3:00 PM.

**BCBOHA 2019 Spring Dinner:** To be held on Thursday, March 28, 2019 at 5:00 PM at the Country Club of Pittsfield. The Board members will all attend.

**Approval of the Minutes of the February 5, 2019 Meeting:** There being no discussion or amendments to the Minutes Mr. Andy Fisher moved that they be accepted. The motion was seconded by Mr. Peter Cohen and passed by unanimous consent.

**Agent's Report: (See Attached)** Mr. Olander reviewed his report, clarifying and expanding on some of the items included in the report. Mr. Olander reported that he had attended the Mass. Environmental Health Assn.- Mass. Health Officers Assn. Seminar on the new Food Code, from which he garnered helpful information.

Mr. Olander noted that the Town has the possibility of getting into a contract with the Springfield Materials Recycling Facility for the first time. The Town would get money back for the weight of the recyclables that are sent. There was a question of some of the details of how the system would work. This needs further review.

There being no further business before the Board, Mr. Andy Fisher moved that the meeting be adjourned. The motion was seconded by Mr. Peter Cohen and adopted by unanimous consent.

The meeting was adjourned at 7:45 PM.

