

**TOWN OF WENHAM
BOARD OF HEALTH**

Meeting of Wednesday, June 5, 2019
Wenham Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, § 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Wenham Board of Health (BOH) was held on **June 5, 2019 at 8:00 AM** in the Hamilton Senior Center, 299 bay Road.

With a quorum present, Dr. Ting called the meeting to order at 8:06 am

Wenham Board Members Present: Dr. Andrew Ting; Gerald Donnellan; Regina Baker

Also Present: Greg Bernard, Health Agent; and Jackie Bresnahan, Wenham Permitting Coordinator and Special Projects Manager/ Recording Secretary

1. Annual reorganization
 - a. Regina Baker nominated Dr. Andrew Ting to serve as chair. Dr. Ting accepted the nomination and the vote was unanimous after a discussion on succession planning. Dr. Ting nominated Regina Baker to be vice chair. Ms. Baker accepted and was voted unanimously.
2. Potential authorization of bill signatory
 - a. Dr. Ting voted to appoint Gerald Donnellan as bill signatory for all accounts payable bills and to appoint Jackie Bresnahan to sign bills for weekly Pleasant Pond testing for the summer. The vote was unanimous and the Board signed a form to indicate the appointment for the Town Accountant's records.
3. Annual appointments of staff: Health Agent, Assistant Health Agent, Public Health Nurse
 - a. Dr. Ting moved to re-appoint Greg Bernard as Health Agent, seconded by Gerald Donnellan and the vote was unanimous.
 - b. Dr. Ting moved to re-appoint Roberta (Bobbie) Cody as Assistant Health Agent, seconded by Gerald Donnellan and the vote was unanimous.
 - c. Dr. Ting recused himself from the next vote. Ms. Baker moved to re-appoint Maribeth (Mary E.) Ting as Public Health Nurse. The action was seconded by Gerald Donnellan and the vote was passed at 2-0-1.
4. Review and approval of outstanding minutes.
 - a. The minutes were held to the following meeting, pending approval of the joint minutes by the Hamilton BOH from the joint meeting in March.
5. Tobacco regulations
 - a. Current draft regulation re: prohibition in schools – discussion and potential approval
 - i. The Board discussed the process that occurred to bring these regulations into place. The Board had no additional comments on the content or grammar of the final draft. Dr. Ting moved to approve the “Regulations Prohibiting the Use of Tobacco Products in Schools,” with an effective date of August 1, 2019, which was seconded by Regina Baker. The approval was unanimous. The document is available for viewing on the Town website.
 - b. Flavored pods - initial discussion
 - i. The Permitting Coordinator reminded the Board of a prior discussion of flavored pod with the regional tobacco cessation program. The Board briefly discussed the need for a ban on flavored pods for vaping products, but determined they would research before the next meeting before taking further action.
6. Board of Health Fee Schedule – continue review of draft and potential approval
 - a. The Board reviewed the new fee schedule as presented by the Permitting Coordinator. The Coordinator reviewed the proposed changes to the food service and camp fees, the workload for those inspections, and the fees of other municipalities for similar services. The Board did not make

any changes to the proposal and the new schedule was approved unanimously by the Board effective July 1, 2019.

7. Updates from Staff, if any
 - a. Health Agent
 - i. The Health Agent, Greg Bernard, provided updates on the ongoing new construction at Wenham Pines and Spring Hill Farms subdivisions.
 - b. Assistant Health Agent
 - i. Assistant Health Agent Cody was not presented but had submitted a handout for the Board's review: Hawkers and peddlers policy from the Town of Marblehead - potential policy review and recommendation regarding food trucks and other mobile vendors
 - ii. The Board reviewed the handout and make note to include a discussion on the next agenda regarding questions and comments.
 - c. Public Health Nurse
 - i. The Public Health Nurse was not present, but provided the following updates via the Permitting Coordinator.
 - ii. Measles information/outreach was done in the spring on the Town website given the increased concern and number of cases in the nation/area.
 - iii. Fall flu clinic dates – potential fall flu clinic dates are October 2 or October 16, 2019. Either date would be at the Buker School, which was been booked.
 - d. Permitting Coordinator
 - i. Mosquito listserv update – the Coordinator provided an update on working with Hamilton to develop the mosquito listserv from last year by adding more two town and Hamilton specific organizations.
 - ii. Budget Update: FY 19 close out/FY 2020 start
 1. FY 19 close out includes funding for Pleasant Pond testing and the Health Agent.
 2. FY 20 will include the raise approved for the Assistant Health Agent during the budget process due to increased number of camps and COLAs for all other staff.
 3. The Permitting Coordinator noted that the Flu Clinic special revenue account stands at approx. \$1900 for vaccine purchases for fall 2019.
8. Schedule next meeting, if necessary
 - a. The Board determined they would meet again in late August or early September. The Permitting Coordinator and Health Agent will contact the Board if a meeting is needed sooner.

The Board adjourned unanimously at 9:15 am.

Respectfully submitted,
Jackie Bresnahan