

DOVER BOARD OF HEALTH
MEETING MINUTES
Monday, January 8, 2024
6:30 PM via Zoom

1. Call to order, roll call: 6:32 p.m.

Present: Chair Kay Petersen, Member Stephen Kruskall, Health Director Jason Belmonte

Also Present: Kerry Dunnell, Charles River Health District Program Manager, Ron Tiberi

Absent: Member John Quackenbush, Priscilla Steenbergen

2. Citizen comments: None
3. Next meeting: February 5, 2024
4. 3 Claybrook Road - Septic Plan Approval - taken out of order

Director Belmonte shared the plan on screen and noted that this was the first Accessory Dwelling Unit (ADU) plan received after the new by-law went into effect a few weeks ago. He noted that this property will have two septic systems; an existing septic system in the back yard and a proposed septic system will be installed in the front yard. He added that there was one in the front yard previously and if there is any part of it remaining, it will have to be abandoned. He also noted that he has no concerns with the plans and it will be a pump system (pumping to the septic tank). It will be a 1,500 gallon tank out to a distribution tank and then to a leaching area. He commented that it is only a two-bedroom design and therefore will need a deed restriction as it is less than a three-bedroom design. Member Kruskall questioned if the installation of the new unit triggered an inspection of the existing unit. Director Belmonte answered that it did not.

Director Belmonte noted that since this is an ADU, there are a few other things that need to be ensured: 1). A pump test will be needed to ensure water flow for the entire property. 2). Building permits will need to be obtained. 3). Planning Board approval will be required.

Chair Petersen inquired if the two-bedroom ADU would be under the 900 square feet limit. Director Belmonte commented that would be under the purview of the Planning Board to verify.

Director Belmonte and Ron Tiberi discussed the possibility of the install triggering an inspection of the current septic system. Mr. Tiberi noted that it would not be an issue, if needed, but did not believe it would be required.

There were no further questions from the Board.

Member Kruskall made a MOTION to approve the plan as presented dated 8/9/2023. Chair

Petersen seconded the MOTION.

All members voted in favor to pass the motion.

Director Belmonte noted later in the meeting that he would circle back and do his due diligence regarding inspection of the other system.

5. TRAIN Program - taken out of order.

Kerry Dunnell, Charles River Health District Program Manager shared that TRAIN MA is a learning management system platform to obtain online training and registering for classroom training that was rolled out by the State. She stated that members and employees should have received emails with information to register. She noted that it will replace the Local Public Health Institute (LPHI) Access Point, which will continue to be available until the end of March 2024. She added that all trainings available on LPHI will be migrated over to TRAIN MA and continue to be available after LPHI sunsets. Kerry noted that if you had done training previously on LPHI, it is recommended that you retrieve any certificates you may have earned in case they do not transfer in the migration, as intended.

Kerry also added that on TRAIN MA, you will be able to register for the Massachusetts Public Health Intensive Training (MAPHIT) food and housing trainings. She said they are just about ready to post those classroom trainings, by the State, consisting of three half days. She said MAPHIT Food will have 25 hours of co-requisites, required for anyone who does food inspections, and are mostly from the FDA. After completion of the three half-days of classroom training, those attending will then be eligible for field training. She noted that they are anticipating three to five sessions for each individual, offered in groups of three.

Chair Petersen asked if the goal was to have anyone who does food inspections in MA trained. Kerry replied that it was the objective to have all communities/inspectors trained to the same standard and are required for anyone who performs an inspection. She added that the State is considering that there may be waivers for individuals who have gone through FDA training. She also noted that there is not a due date for completion of the training.

Chair Petersen asked if the DPH was covering the cost of this training. Kerry noted that the communities will not be charged. She added that they are open to thinking creatively with this, offering study groups if needed, and helping work out time lines to accomplish goals.

Kerry offered that there is a Regional Inspector on the Shared Services side to be another set of hands to perform some inspection work to allow for time for studying. Kerry noted that a Housing refresher will be next, maybe in the late spring, as the housing code recently changed.

Discussion was invited regarding the Shared Agent and Public Health Nurse. Kerry noted that the Shared Health Agent would be a useful resource for Dover. She is looking forward to also connecting them into Sherborn and figuring out how they can assist our community

in getting all the work done.

Kerry added that she was excited that the Board was speaking about the Public Health Nurse, knowing that we have been working on it for a while. She noted that they are ready to support in any way that we may need. She said that once the person is identified, through Shared Services they can assist with the onboarding and training process.

Chair Petersen asked if there was any news about the MRC as she had not heard anything recently. Kerry noted that there have been some changes with staffing and coverage, but they should be getting some more support from the Metro Regional Preparedness Coalition (MRPC) as they just hired someone who is going to be providing the MRC some more coordination and support.

6. Approval and acceptance of minutes:

- o December 4, 2023

Chair Petersen made a MOTION to approve the minutes of the December 4, 2023 meeting as amended. Member Kruskall seconded the MOTION. All members voted in favor of passing the motion.

7. 9 Buttercup Lane - Update

Director Belmonte informed the Board that he had spoken with McIntyre Engineering and they are going through another Conservation Commission approval and then the Board should be receiving a set of plans. He added that they are still on track for a spring installation.

8. FY '25 Budget - Signage for Submission

Director Belmonte noted that the BOH budget is wrapped up; it only needs the Board Member's signatures on the final sheet. He commented to the members that he would acquire their signatures when they stopped by the office during the week and will reach out to Member Quackenbush to acquire his.

9. Public Health Nurse - Update

Director Belmonte noted that the job description needs to be approved by the Personnel Board, next week. He said that it should be able to be posted by the end of January and then interviews can be started. He confirmed that Shared Services would pay for the posting.

10. Shared Health Agent

Director Belmonte noted that he sat in on an interview panel and worked with a Shared Services group to hire a Regional Shared Health Agent. He commented that one of her functions is going to be assisting Dover on anything we may need.

Member Kruskall asked if the person could assume inspection duties in Director Belmonte's

absence. Director Belmonte noted that she would need more training on septic and wells, adding that she is experienced in food and housing. He added that he planned to utilize her to catch up on food inspections and once those are done, he will start having her train for septic systems and wells so she could step in when needed. He noted that if Sherborn wishes to utilize her, they would need to offer her the opportunity.

11. Old Business

Chair Petersen shared that she had drafted Paxlovid treatment language for the next town newsletter. It was requested to add to the Town Website and/or Facebook. Director Belmonte asked Member Kruskall if he wanted to view for correct medical verbiage. Member Kruskall noted that it should be sent to both Chair Petersen and him.

12. Adjournment

Member Kruskall made a MOTION to adjourn the meeting, seconded by Chair Petersen. The meeting adjourned at 7:29 p.m.

Documents and Exhibits Used During this Meeting:

Draft Meeting Minutes of December 4, 2023

3 Claybrook Septic - plans dated October 9, 2023

Respectfully submitted,



Priscilla Steenbergen