

KINGSTON BOARD OF HEALTH
MEETING MINUTES
January 4, 2023

Present: Chairman Joe Casna, Vice Chair Bill Kavol, Members Janet Wade, Heidi Whipple, Dennis Randall, Health Agent Paula Rossi-Clapp, BOH Nurse Leanne McGuinness (via Zoom), consultant Arthur Boyle, and Assistant Town Administrator, Gloria Mitchell.

6:08 p.m. Kingston Board of Health Meeting was called to order by Joe Casna.

MEETING MINUTES

- December 14, 2022

ACCEPTANCE OF MINUTES

- December 14, 2022

6:08 pm Motion to accept minutes as presented from December 14, 2022, made by Dennis Randall

Second: Bill Kavol

5-0-0

BILLS

- Reviewed and signed off by the Board.

HEALTH AGENT REPORT

ADMINISTRATION

- Administrative Assistant **desk** was falling apart, and desk needed to be replaced. A new desk is in the process of being assembled which in turn allows us to reorganize the office space and bring back our filing cabinets from the Planning Department. The Plotter will be staying in the office.
- Lori has created new **Invoicing Forms** for all Consulting Services for the following services: Tobacco, Food, and Pool Inspections. These services are currently being paid out of the Consulting and Tobacco Lines in the budget.
- Lori has contacted Fire Chief Mark Douglas to review and update the Emergency Management contact information. Lori has email to read to Board. (Email read to Board).
- Permitting process has been going well.

DEPARTMENT UPDATE

- I participated in a MHOA virtual meeting regarding the new **MHOA Local Public Health Guide**. This guide consists of 20 topics of health and administration and is guidance for all staff and board members. Topics range from Public Health Laws to Nursing to Organizational Development. We now have a guide to help grow the department in a way the board would like to see and the resources at our fingertips to access the areas needing improvement. I will be using this guide and contacts to continue with training and assistance. It is recommended that the board refer to and review to plan future discussions on what they would like adopted into the Kingston Board of Health Goals & Objectives for the coming years: <https://lphguide.mhoa.com>.
- I will be attending my first “official” meeting for the **Public Health Excellence Grant** as a voting member Thursday, January 5th. I will update the board in my report after I attend these meetings.
- **Sr. Tax Work Off** Office Assistants are working to help with scanning documents to online files to alleviate paper storage in office. We have this assistance every Tuesday for 2 hours and hope the assistants will consider staying on to volunteer once their hours are done, as we need a lot of help with getting all property records uploaded asap.
- Lori and I have been attending weekly virtual meetings to work on the department **Online Permitting**. It is a big project, and we are making progress. It also allows those that go out into the field to use a tablet.
- Bob Collett has been hired to inspect all 18 **Tobacco** locations in Town to make sure every location complies regarding their permit. Will update the board when this is complete. Money for this inspection process is allotted in our budgeted Tobacco line.
- I am requesting the Board’s help with review of all the **Kingston BOH By-Laws**. A copy of current By-Laws will be provided to each member to keep notes as we progress through any suggested changes. This is very appreciated by new department staff as we learn our job duties. Now that we have the MHOA LPH Guide previously mentioned we can compare our By-Laws to other Towns. I suggest we take one by-law to review per meeting.
- **Non-Commercial Farm Animals**. I would like to know if there is input from the board and what steps they would like me to take. We have a phone call request to expedite the agricultural guidelines.
***Discussion: Bill feels we should not be involved in this. Heidi feels if it is a health hazard then we should be involved. Otherwise, we shouldn’t be involved. Will be added to Agenda for next meeting as to whether or not we want to be involved. Dennis says we need to publish the regulations. If not us, who? Paula will see how other Right-to-Farm communities handle this.**
- Department was contacted by a homebound senior resident wondering why the BOH cannot provide **homebound flu shots**. The Nurse did explain to this resident that the Town is not set up to provide this service, but the resident wants more information. I would like to know if the board would like to have the Nurse discuss this as an option to include in the duties of her position OR is this something for the PHE Grant? The nurse also shared she has vaccines available that will expire and shared the statistics of the last three clinics. Would the board like to run another clinic to use up the rest of the vaccines and the location to be either the Town Hall or request the CBoard discussion –

- **Region 5C Public Health Emergency Preparedness Coalition.** I was not able to attend December's meeting as we had the volunteer in the office helping us achieve the deadline for documents required for the Public Health Excellence Grant Phase III assessment. Therefore, no update to share with the board. There is no meeting in January. I have attached the Principles of Operation Purpose & Duties of the Coalition for the Board.

SEPTIC APPLICATIONS IN PROGRESS

- 38 Active (Perc Tests, Deep Hole, Final Inspection for COC).

RETAIL INSPECTIONS

- 7 Retail Inspections

COMPLAINTS

- 15 Tremont Dumpster Complaint needs attention from Board.
- One Housing Complaint – Mold – Ongoing, working with landlord & tenant.

6:33 pm Motion to send landlord of 15 Tremont a certified letter to have dumpster disposed of three times a week (Monday, Wednesday, Friday or Tuesday, Thursday, Saturday) within 30 days from the date of the letter, made by Bill Kavol

Second: Heidi Whipple

5-0-0

DISCUSSION

- Janet would like to sit down for a couple of hours to go over goals and objectives.
- Janet suggests Paula have other towns send her copies of their by-laws, so they have samples to look at.
- Gloria states that By-Laws are different than Rules and Regulations. We are discussing Rules and Regulations not by-laws.
- Joe suggested as part of the Health Agent report, that the street names are added as to what projects are being worked on. It was done in the past and he would like to start having that in the report again. No names just street addresses. Also include any issues with tobacco inspections.
- Arthur called the Fire Chief and Captain Currier regarding the Buffalo Bills player that had cardiac arrest during the game. They had the equipment ready and the right people there to bring him back to life. Because we didn't have the right equipment and people in place, we lost 2 kids in the last couple of years in Sutton, MA. Heidi states that we have AED's (Automated External Defibrillator) and people trained with AED's. Joe asked where this is going. Arthur stated that batteries cost approx. \$400 and last approx. 5-10 years. We should take inventory and have employees here certified or take and look at the machine and see what it is about. Heidi suggests having the fire department train anyone in the building that would like to be certified. Leanne stated that she booked a course to become a certified CPR instructor and was going to ask if the PHE Grant could pay for it, but it is in the process. It's on February 25th. Heidi suggested that if anyone walks by the AED, check to see if it's charged. Joe stated he thought the reason for this conversation was to make sure the AED is available at sporting events. Dennis stated that employees at Town Hall should know where the AEDs are in the building in case of

emergency. Heidi asked Gloria if town employees have annual education they need to do. Gloria stated it is not required but agreed employees should know where they are located. She thinks the Fire Department would be more than happy to do training. Joe suggested Arthur ask the Fire Department to go around and see if sports clubs, gyms, etc. are complying with employees being trained and have knowledge on how to use AEDs. Dennis would like to see signage around Town Hall. Janet stated we can get posters to hang from the American Red Cross and the Office of Health and Human Services. Joe said, "let's see what Arthur, Paula, and Gloria can come up with."

NURSE'S REPORT – LEANNE MCGUINNESS

- 42 positive COVID cases. Flu cases decreasing but COVID cases increasing with new Omnicom variant. No COVID clinics scheduled. She reached out to Paula a couple of times to figure out a date. She has been getting calls about the next clinic. There are vaccines that need to be used before they expire. We need to use these before March 1st. There are approximately 120 Pfizer (12+) Bivalent boosters and 60 child Bivalent boosters. 1,858 vaccines were done this past year. Every homebound resident has been COVID vaccinated. She has not been able to do any Flu homebound. After March 1st, the vaccines will no longer be free. The cost is approximately \$150 per vaccine. Flu vaccines cost approx. \$800 per case and only for people without health insurance. The Vaccine Reimbursement Program wasn't set up when Marcia or Henny was here. Goals for the upcoming year to get the homebound vaccinated. Heidi stated that there needs to be a clinic set up. Leanne asked for clarification on how to get clinics scheduled. Dennis stated it can be at Town Hall or Council on Aging. Leanne and Janet prefer Town Hall. Janet asked Paula what the procedure is. Paula asked Leanne if she requires 4 hours per clinic. To work the clinics into her hours for 2 clinics per month. Janet asked about flu clinics and how she can do many people working 15 hours a week. Leanne said there needs to be regulations/guidelines for who is eligible for homebound vaccines. Heidi stated in her practice, homebound is someone who cannot leave their home for medical care without physical assistance. Bill said he read the Federal regulations on homebound and will bring it in for next meeting. Leanne has visited approx. 30 homebound since her time here. Joe asked Dennis to pose the question at next COA meeting. Joe states the Board agrees to 2 clinics a month pending availability of vaccine. Children would have to be done in the evening because of school. Gloria recommends that Leanne email Paula dates so she can look at all the dates and come up with what is best as nights are tough at Town Hall with all the meetings that happen after hours and in case of bad weather there will be another date scheduled. We should try to get 3 clinics in by March 1st. Joe said the Board would like to see her continue with the clinics.

Joe asked if she was planning for next year. She said she is planning for August. She asked if Paula is her boss, is there a way she can be notified when she is out of the office for a week. Joe stated that Lori can handle doing that for her.

HEALTHY KINGSTON UPDATE – JANET WADE

- She is still collaborating on a date for this month. She would like to do topics on Mental Health, Seasonal Affective Disorder, Domestic Violence, HPV Vaccine Month, Cervical Cancer Month, Blood Donation Month. Heidi is please about Mental Health being topic and to emphasize the 9-8-8 hotline.

DISCUSSION

- Janet put something together that is in the packets regarding Emergency Response Team. She was told to put something together which she did. She was looking at the examples of last year – the double homicide, suicide, house fire, large influx of homeless, not only at the Baymont but people that were just dropped off. Incidents that have gone on where a response team would be useful. Potential team members: Fire chief, Police chief, director of the EMT, health agent, and public health nurse. Heidi sees social work playing a huge role in this. Joe asked Paula to take this document and submit it to the Fire Chief. Heidi asked Paula to bring up the social worker at the next Grant meeting. Joe stated it is in the hiring process.
- Dennis would like to change ERT to Crisis Response Team as it causes confusion with Emergency Management Team. Janet also mentioned Incident Response Team.
- Bill asked for everyone to do visual checks if they are in a supermarket and mention it to Paula to give her a hand. He asks the Board's permission. Joe said he has permission.

Motion to adjourn at 7:42 pm: Heidi Whipple

Second: Joe Casna

Vote: 5-0-0

Next Meeting – February 6, 2023

Lori Jones, Administrative Assistant
Kingston Board of Health

Approved: