

1. Agenda

Documents:

[2021.01.04_BOH_10-30_AM_REVISED_AGENDA.PDF](#)
[2022.01.04_BOH_2ND_REVISED_AGENDA_12PM.PDF](#)
[2022.01.04_BOH_10-30_AGENDA.PDF](#)
[BOH_AGENDA PACKET_1-4-22.PDF](#)

2. Meeting Materials

Documents:

[2022.01.04_BOARD_OF_HEALTH_MINUTES.PDF](#)
[PACKET_1-4-22.PDF](#)

**Town of Southborough, MA
Meeting of the Board of Health**

Tuesday, January 4, 2022 at 10:30 AM

Virtual Meeting Room

Revised Agenda

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

This meeting may be watched or residents may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>

Business Item (Board may vote):

1. Public Comment
2. Vote to approve Meeting Minutes: 12/21/21, 12/28/21
3. Approve Executive Session Minutes: 12/28/21
4. Extend temporary per diem clerk contracts for COVID vaccination clinics through 3/31/22
5. March Town Meeting logistics and safety protocols from BOH
6. Potential municipal COVID-19 antigen testing procurement
7. Housing & Food Inspections
8. Job Description revisions and required information for Personnel Board meeting
9. Annual report draft
10. MetroWest Health Foundation Grant
11. Director/Nurse Update
 - a. COVID case numbers
 - b. COVID vaccine clinics
12. Upcoming meeting schedule:
 - a. Regular meeting – 1/18/22, 2/8/22, 3/8/22
 - b. Personnel Board – 1/12/22
13. Public Comment

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco



**Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662**

RECEIVED

By Town Clerk/amb at 10:04 am, Jan 03, 2022

Phone: (508) 481-3013

**Tuesday, January 4, 2022 at 12:00 PM
Meeting Agenda - Revised
Virtual Meeting Room**

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7. Potential Municipal COVID-19 Antigen Testing Procurement
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Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco

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13. Public Comment

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco



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Board of Health
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**Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662**

Phone: (508) 481-3013

Minutes of the Southborough Board of Health

Meeting Minutes

December 21, 2021 – Board of Health – Virtual – 10:00 AM

Present:

Board Members Chelsea Malinowski, Nancy Sacco, Dr. Safdar Medina; Public Health Director, Dr. Heather Alker; Public Health Nurse, Taylor West; Administrative Assistant, Barbara Spiri

Also in attendance: Kate Feodoroff, Labor Council; Diane Legere, Food & Housing Inspector

Opening:

The meeting of the Board of Health was called to order at 10:00 AM by Ms. Malinowski.

Topic: Public Comment

Discussion: No public comments were brought before the Board.

Topic: Vote to Approve December 7th Meeting Minutes

Action: Ms. Malinowski made a motion to accept the edited minutes from the December 7th meeting. Ms. Sacco seconded the motion. Vote to approve the meeting minutes: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes.

Topic: Appoint Additional Tobacco Inspector

Action: Ms. Malinowski made a motion to appoint Mishel Caisapanta as an additional inspector for the MetroWest Tobacco Collaborative. Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.

Topic: Tobacco Licenses in Southborough

Discussion: There are currently 9 establishments licensed to sell tobacco products in Southborough. The Board had previously discussed the limit of licensed sellers be capped at 8. Dr. Medina and Ms. Sacco would like the Board to consider the number be reduced to 6. Ms. Malinowski suggested they check with legal counsel before voting on a lower number. Dr. Medina would like the Tobacco inspector to make sure proper signage is visible and there is no storefront advertising.

Action: Ms. Malinowski moved to cap the number of establishments licensed by the Board of Health sell tobacco to 8, understanding there are 9 today and would remain at 9



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until an establishment does not renew. (When a store closes or changes hands the license will not be replaced renewed.) Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, Ms. Malinowski – yes.

Topic: Food and Housing

Discussion: Food Inspections: Ms. Legere told the Board 19 routine inspections were done in November. Most establishments require a minimum of two inspections. Many will need additional training. She is going to hold Zoom classes (each 15 minutes long) which will be recorded and posted on the town website. Some of the topics that will be covered are temperature, labeling, dating items, and general sanitation.

Community Refrigerator: A request has come up for a Community Refrigerator in Southborough. Ms. Legere supports the idea but has some concerns. It must be permitted but it requires no fee. There must be a Person in Charge (PIC) to monitor the temperature, check dates on food, and to make sure the door is closed. Raw meats and homemade products are not allowed. This topic will be discussed by the Board in a future meeting.

Topic: Health Department

Discussion: Covid: Ms. West stated the number of cases is increasing. Dr. Alker updated the status of the MetroWest Health Foundation Grant. The grant that will pay for an epidemiologist, nurses and contract tracing – should be up and running within the next few weeks.

Communication: Ms. West is still interested in obtaining Constant Contact. Ms. Malinowski would like to work with the I/T Department for a quote. It could be funded for the Health Department from the FY22 budget line of Contracted Services. The Board does not have a problem with that. If it can be used Town-wide, it could be funded through the I/T Department in FY23.

Topic: Annual Report

Discussion: Dr. Alker is going to trim down the report, but the information will be used for other purposes.

Topic: Future Board of Health Meeting Dates

Discussion: The Board selected the following tentative dates:
Tuesday, January 11, 2022
Tuesday, February 8, 2022
Tuesday, March 8, 2022



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Board of Health**

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Topic: SAP vs. Contracts

Discussion: Ms. Feodoroff spoke to the Board and Health Department employees about the advantages and disadvantages of contracts and SAP. She explained that the BOH has the authority to enter into a one-year employment contracts under Chapter 111. Therefore, employment contracts need to be renegotiated every year and no funding is guaranteed until Town Meeting, unlike other 3-year employment contracts as executed by the Selectmen under Chapter 41. Employees under the SAP (Salary Administration Plan) are treated with some form of equity across the board in terms of benefits, salary, etc. In Southborough, the Personnel Board goes through a job description review process in order to add the job to the SAP and provides a salary band. The BOH would still request a salary for the position in their department budget.

Topic: Public Comment

Discussion: Mr. Litt mentioned a packet was not posted prior to the meeting.

Action: Ms. Malinowski moved for the Board to enter Executive Session per Mass General Law (Chapter 30A, Section 21 (a)(21)) – to conduct strategy sessions in preparation for negotiations with nonunion personnel, to include: Public Health Director, Public Health Nurse, Sanitary Inspector and not return to Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

Ms. Malinowski made a motion to adjourn the meeting. Ms. Sacco seconded the motion. Vote to end the meeting: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes. The meeting was adjourned at 11:01¹⁵ AM.

Respectively submitted by Barbara Spiri, Administrative Assistant and edited by Chelsea Malinowski.



**Town of Southborough
Board of Health**

9 Cordaville Road, Lower Level
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Minutes of the Southborough Board of Health

Meeting Minutes

December 28, 2021 – Board of Health – Virtual – 9:00 AM

Present:

Board Members Chelsea Malinowski, Nancy Sacco, Dr. Safdar Medina; Public Health Director, Dr. Heather Alker; Administrative Assistant, Barbara Spiri

Opening:

The meeting of the Board of Health was called to order at 9:14 AM by Ms. Malinowski.

Topic: Public Comment

Discussion: No public comments were brought before the Board.

Ms. Malinowski moved for the Board to enter Executive Session per Mass General Law (Chapter 30A, Section 21 (a)(21)) – to conduct strategy sessions in preparation for negotiations with nonunion personnel, to include: Public Health Director, Public Health Nurse, Sanitary Inspector and will return to Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

Open Session

The meeting of the Board of Health was called to order at 9:57 AM by Ms. Malinowski.

Ms. Malinowski made a motion to reconvene the meeting in Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

Topic: Contract/SAP

Discussion: In Executive Session, the Board discussed the Public Health Director and Public Health Nurse positions for FY23.

Action: **Public Health Director:** The Board would like to keep this position as a contract. Ms. Malinowski moved to keep the Public Health Director on a contract. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

The Board will work to finalize the PHD job description by the end of January.

Public Health Nurse: The Board would like to change the position to SAP instead of a contract. The current job description does not include the work Ms. West is doing. Her



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position would include Assistant Public Health Director and Outreach Coordinator. The next step is to go to the Personnel Board and have the position graded. Ms. Malinowski moved to present a new Nurse/Assistant Health Director/Outreach Coordinator to the Personnel Board. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

The Board will review the PHN job description and finalize it at the next meeting.

Topic: Future Board of Health Meeting Dates

Discussion: The Board selected the following tentative dates:
Tuesday, January 4, 2022, at 10:00 AM
Tuesday, January 18, 2022 at 12:00PM
Tuesday, February 8, 2022
Tuesday, March 8, 2022

Topic: Public Comment

Discussion: No public comment was brought before the Board

Ms. Malinowski made a motion to adjourn the meeting. Ms. Sacco seconded the motion. Vote to end the meeting: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes. The meeting was adjourned at 10:14 AM.

Respectively submitted by Barbara Spiri, Administrative Assistant and edited by Chelsea Malinowski.



Position Description

Job Title	Nurse/Assistant Health Director/Outreach Coordinator
Department	Health Department
Employment Status	Full-Time
Exempt/Non Exempt Status	Non-exempt

Scope of Work

This position promotes health and the prevention of disease in the community of Southborough. The employee shall use a variety of nursing services, communication methods, education, infectious disease controls to respond to and prevent public health risks. Acts in the capacity of the Health Director when they are unavailable.

Supervision

Received	Health Director
Exercised	Contracted Nursing Personnel

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs disease surveillance, investigation and documentation per the State Department of Public Health's 105 CMR 300.100 – 300.200.
- Coordinates and conducts health related clinics as needed, regionally and locally, such as flu and COVID vaccines. Including but not limited to scheduling staffing (volunteers and paid employees), ordering vaccine, setting up scheduling for patients receiving the vaccine, billing/reporting to that state on administration, etc. Performs public outreach and answers questions related to vaccine clinics.
- Develop policies and procedures for all protocols followed by the department using state guidelines.
- Spearhead a project to digitize records in the health department to include lifelong and time sensitive records within HIPPA compliance.
- Investigate communicable diseases including contact tracing. Perform functions to ensure no widespread public health risk or spread.

- Oversee any outsourced nurses for a variety of functions including but not limited to surge contract tracing, vaccinations, etc.
- Develop education material for the public distribution including social media, health fairs, school network (public and private).
- Establish and maintain social media accounts for public health information access including but not limited to Facebook, Twitter town updates, town website updates
- Work with employees of Greater Boroughs to develop programs to benefits seniors, families, employees on topics like food borne illnesses, hygiene, hoarding, blood pressure, diabetes, nutrition, etc.
- Collaborate with the schools (private and public) on areas such as wellness, mental health, etc.
- Participate and contribute to the Emergency Preparedness and Response Planning including active participation within Region 4AB and keeping up to date with drills and training
- Collaborate with MRC/CERT on initiatives in town
- Make residential home bound visits as necessary for vaccinations
- Act as a resource for residents on questions regarding public health
- Coordinate with Senior Center on senior citizens public health needs
- Develop Community Outreach Program in collaboration with town departments, boards and committees, and stakeholders to attain public health goals
- Develop tracking mechanism to maintain records
- Continue to respond to the COVID-19 pandemic in coordination with the Town Administrator, schools, and Board of Health
- Attend public meetings as needed
- Enforce state and local public health laws and rules and regulations
- Respond to inquiries from the general public, employees, and businesses
- Provide updates on local public health from outside agencies (Southborough Access Media, My Southborough, etc.)
- Provide educational materials to public places in town (posters, flyers, etc.) on public health risks and prevention
- Interface with state public health agencies (MHOA, MAPHN) and keep up with membership to understand state-wide risks and issues

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Must be a Registered Nurse under the Massachusetts Board of Registration in Nursing with at least five (5) years experience as an R.N. Must have the ability to follow through, collect and organize information in a concise and reportable manner, with regard to HIPAA guidelines. Requires a minimum of a Bachelor's degree in Nursing.

Knowledge of

- Medical disease processes
- Infectious disease precautions and protocols

Ability to	<ul style="list-style-type: none"> • Manage multiple projects with time related constraints in a fast-paced environment. • Establish and maintain cooperative relationships with town officials, employees, community partners and residents • Organize programs and clinics quickly • Effectively communicate and access the necessary resources available to meet the Massachusetts Department of Public Health's requirements • Recognize needs and services for vulnerable residents
Skill in	<ul style="list-style-type: none"> • Must be well organized, an effective communicator at multiple levels • Must have strong clinical and patient assessment skills, be well organized and excel at problem solving • Must be able to multi-task and be able to handle high volume of resident inquiries at times • Must be flexible and adapt to changing conditions easily given the nature of the department • Must be proficient with computers and software systems to set-up and executive programs quickly, i.e. clinic platforms • Excellent customer service and community relations • High level of integrity and accountability

Necessary Special Requirements

Current drivers license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local

Communicable Disease Control

Food Borne Illness – In general food borne illnesses require a week's worth of investigation and follow-up with doctor offices, place of origin, and reports into the state's system MAVEN.

Project: Develop policies and procedures for known types of food borne illnesses. **Timeline:** 6 months. **Responsibility:** Nurse

Project: There is a need for training and education of restaurants and their employees on how to handle if an employee contracts a food borne illness. There are separate protocols to be followed by employees of restaurants in order to return back to work. The plan is to put together a 20 minute Zoom training for restaurant employees in Southborough. **Timeline:** 6 months. **Responsibility:** Health Director, Food Inspector

Ongoing Maintenance: Continue to track any food borne illness in Southborough. On average, there are 10-15 cases per year. Cases could include a resident, restaurant in town, and/or employee of a restaurant in town. **Responsibility:** Nurse

Disease Tracking & Reporting – It is the responsibility of the Health Department to track and document cases related to mitigating risks of dangerous diseases to the public. Depending on the disease drives the protocol to be followed but generally cases are followed for a few weeks to ensure no cluster or public health risk.

Project: Develop policies and procedures for known types of disease tracking and reporting. As new diseases come up in Southborough, the department would need to add to the list and develop the policy. The nurse will gather information and protocols from the state to memorialize the policy for Southborough. **Timeline:** 6 months.

Ongoing Maintenance: Diseases like TB and Ebola require the Health Department to check-in and track the patient to ensure protocol is followed to mitigate any spread. For any mosquito borne illnesses (EEE, West Nile, Zika), there can be deep investigation with the State and potential mitigation strategies in terms of the environment if necessary. These cases usually occur during the summer. During the winter, there is more investigation on COVID and Flu related cases. **Insert timeline for those investigations here.** Communicate with school population on any risks related to public health and receive reports on any students sent home due to communicable diseases.

Responsibility: Nurse

Vaccination Clinics – Historically the health department has provided 1 flu clinic a year for seniors and town employees. Over the last year, there have been 18 clinics in Southborough alone and the department has participated in several regional clinics that have served residents. The vaccinations have also included a COVID clinic at Colonial Gardens and some home bounds.

Future Project: Establish yearly flu clinics with daycares and preschools. Would like to increase awareness of availability of vaccines for homebound residents.

Ongoing Maintenance: Provide vaccination clinics prioritizing the most vulnerable residents. Continue to adapt to the need as more vaccines are needed.

Responsibility: Health Director, Nurse

Substance Abuse Prevention – The Health Department monitors opiate overdose data and responds accordingly.

Project: Organize/promote a chapter 84 (program of the Massachusetts Department of Public Health's Tobacco Cessation and Prevention program) in Northborough/Southborough. Work with Dr. Medina, MetroWest Tobacco Control, and state organizations to guide updates for Southborough tobacco regulations.

Responsibility: Health Director

NS Substance Abuse Coalition

Project: Collaborate with new consultant, Amanda Decker from Bright Solutions Consulting Group, on the approach for substance abuse prevention in Northborough/Southborough.

Responsibility: Health Director, Nurse

Records retention – There are 44 types of records (permanent and time-limited) that the Health Department is required to maintain.

Project: The Southborough Health Department needs to put plan together to document all records currently in house, scan permanent records, and a tracking mechanism going forward for the 44 types of records. The nurse will be the lead on this project along with support from the administrative assistant. There may be a technology request once the volume of records is identified and any HIPAA compliance requirements. **Timeline:** 1 year

Ongoing Maintenance: The nurse and administrative assistant will develop a system for tracking and maintaining records.

Responsibility: Nurse, admin assistant

Chronic Diseases and Injury Prevention

Chronic disease prevention – Based on a May 2021 assessment, Southborough residents have a higher than expected rates of obesity, cancer, diabetes, and poor dietary consumption.

Future Project: Develop education and engagement programs to promote healthy eating and exercise which would result in lower rates of obesity, cancer, and diabetes. Would need to refresh data if available. Reference: <https://www.cdc.gov/chronicdisease/programs-impact/index.htm>

Future Project: Establish a walk with a doc program or other engagement with Southborough residents on use of walking/biking in town. Reference: <https://walkwithadoc.org/>

Responsibility: Health Director, Nurse

Environmental Public Health

Trash Haulers – The department instituted a trash hauler application and fee in FY21. There are currently 3 registered trash haulers.

Project: Develop rules and regulations for trash haulers.

Ongoing Maintenance: Continue to collect fees from registered trash haulers.

Responsibility: Health Director, Nurse, BOH

Water Quality of Wells – Southborough is mostly town water but there are a fair amount of wells in town. Some are because there is no town water accessible to the house and some are choices by the resident. The department does provide plan review and permit of new wells.

Future Project: Develop an educational program on water quality in wells.

Responsibility: Health Director

Noise – The department has jurisdiction over noise complaints and policy decision making when it comes to noise.

Ongoing Maintenance: Take in complaints, work with DEP on evaluating issues, and participate in town committees and policy decisions.

Responsibility: Health Director

Disposal of Special Wastes – The pandemic has increased the Health Department's usage of needles due to the number of clinics hosted. There is a small program at the DPW that helps with the appropriate disposal of needles however, it is not available to residents without a transfer sticker and it is not enough to sustain vaccination clinics.

Project: Establish a larger program to disposal of special waste. **Timeline:** 1 year

Ongoing Maintenance: Work with DPW and Police on appropriate special waste disposal.

Responsibility: Health Director, Nurse

Septic Review – The health department reviews plans, inspects septic systems, tests soil, and collects fees. The contracted inspector does the inspecting and the Health Director communicates with internal departments on status of plans.

Project: Evaluate wait times for septic inspections. Consider local regulations pertaining to septic that could be updated for Southborough.

Ongoing Maintenance: Continue to provide inspectional services via a contracted position.

Responsibility: Inspector, Health Director

Air Pollution – Collaborate with residents and organizations (Southborough Open Land Foundation) on strategies to measure and inform residents on air quality.

Responsibility: Health Director

Maternal, Child, and Family Health

Community Partnership Development

Communication with Residents – Receive questions on a regular basis from residents regarding anything under the umbrella of public health, including but not limited to: permitting process questions, septic (sends to inspector if needed), food permits from vendors, where to access vaccine/testing, complaints about pesticides, odor complaints, residential/housing complaints

Responsibility: Nurse, Admin, Inspector

Communication with outside agencies – Keeping up to date with what is going on in the state and surrounding communities is important to prevent disease and mitigate public health risks.

Ongoing Maintenance: The department is in constant communication with DPH on ways to prevent diseases, reporting cases and information (through MAVEN), receiving information regarding cases. Anything related to workplace environment would get communicated by the health department to OSHA. Residents reach out with questions related to bats and any treatment associated with a bite. The department would provide guidance on the appropriate steps and treatment. The department communicates with DEP when certain situations come up such as noise complaints. The department is provided with information from the state and needs to validate and get rid of duplicative information. There is a process to follow to ensure correct information is captured.

Responsibility: Health Director, Nurse

Community Outreach – Historically, there has been little to no public outreach by the health department, mainly because there were not enough staff hours to do so. With the pandemic, many residents have communicated with staff and it is not behind the scenes anymore.

Project: Continue to build on public outreach through Facebook, establish email distribution (like Constant Contact), develop a regular newsletter, be present in the community. Continue to collaborate with other town departments on how to tackle issues as they arise in the community. Establish relationships so that the health department is a resource for residents and the community at large. Find ways to educate residents on public health risks and prevention.

Responsibility: Nurse

Partnership with Senior Center – There are some programs offered to the Senior Center but could be expanded on.

Project: Develop a program to educate seniors on hoarding and provide intervention with Fire on actual situations. Be proactive with wellness screenings and health clinics to help with prevention. Work with Northborough food inspector on a program for food safety for seniors.

Responsibility: Health Director, Nurse, Senior Center Nurse, Food/Housing Inspector

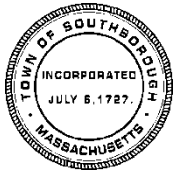
Emergency Preparedness – The health department plays a current role in Emergency Preparedness in collaboration with SEMA and the Fire Department.

Future Project: Develop, exercise, and maintain preparedness and response strategies and plans, in accordance with established guidelines, to address natural or other disasters and emergencies, including special protection of vulnerable populations.

Ongoing Maintenance: Continue to participate in Emergency Preparedness and maintain certification in NIMS IS-700, IS-100, and IS 200. Participate in drills to maintain compliance in Region 4AB.

Responsibility: Health Director, Nurse

Access to and Linkage with Clinical Care



**Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662**

RECEIVED
By kbattles at 11:15 am, Jan 27, 2022

Phone: (508) 481-3013

Minutes of the Southborough Board of Health

Meeting Minutes

January 4, 2022 – Board of Health – Virtual – 12:00 PM

Present:

Board Members Chelsea Malinowski, Nancy Sacco, Dr. Safdar Medina; Public Health Director, Dr. Heather Alker; Public Health Nurse, Taylor West; Administrative Assistant, Barbara Spiri

Also in Attendance: Town Clerk, Jim Hegarty; Town Moderator, Paul Cimino

Opening:

The meeting of the Board of Health was called to order at 12:01 PM by Ms. Malinowski.

Topic: Public Comment

Discussion: No public comments were brought before the Board.

Topic: Vote to Approve December 21st and 28th Meeting Minutes

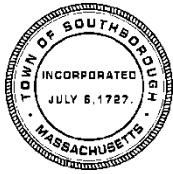
Action: Ms. Malinowski made a motion to accept the edited minutes from the December 21st and 28th (including the edited meeting time for January 4th) meetings. Ms. Sacco seconded the motion. Vote to approve the meeting minutes: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes.

Topic: Vote to Approve the December 28th Executive Session Meeting Minutes

Action: Ms. Malinowski made a motion to accept the minutes from the December 28th Executive Session meeting. Ms. Sacco seconded the motion. Vote to approve the meeting minutes: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes.

Topic: March Town Meeting Logistics and Safety Protocols from the BOH

Discussion: Due to the vast increase in Covid cases, Dr. Medina and Ms. Sacco agreed safety measures should not be lifted. Masking and proper spacing should be required for all attendees. If indoors - Mr. Hegarty said there is a possibility the meeting could held be at Algonquin High School. If outside - the date would need to be in a warmer month. Ms. Malinowski stated the Selectmen are meeting tonight and included in the document is a document that pertains to this matter.



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Southborough, MA 01772-1662**

Phone: (508) 481-3013

Topic: Town Mask Advisory

Discussion: Dr. Medina and Ms. Sacco support a mask advisory in Southborough. A town-wide mandate will be discussed at a special meeting on Monday, January 10, 2022.

Action: **Ms. Malinowski made a motion to adopt a Town Mask Advisory effective immediately. Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.**

Topic: Potential Municipal COVID-19 Antigen Testing Procurement

Discussion: Dr. Alker informed the Board she is looking into procuring antigen tests for town employees. Ms. Malinowski pointed out there will not be enough for all interested so there is no equitable way to distribute and that insurance companies will be required to reimburse for them in the near future. Ms. Malinowski is supportive of Dr. Alker's assessment that providing test kits for the general population would present a lot of challenges, the board concurred.

Topic: Housing & Food Inspections

Discussion: Dr. Alker stated they are continuing to work with the Red Roof Inn.

Topic: Director/Nurse Report

COVID Case Numbers – Ms. West said the booster for children ages 12-15 years old was just approved and 2 clinics have been planned for this age group.

COVID Vaccine Clinics – Ms. West told the Board the case numbers are increasing. The number of reported cases should be doubled because home tests are not being reported.

Topic: MetroWest Health Foundation Grant

Discussion: Dr. Alker informed the Board the MetroWest Health Foundation Grant would help pay for vaccine clinics, contact tracing, per diem nurse, iPads, Salmon VNA nurses, etc. She will prepare the application and submit by January 14th. The board left it up to her to decide whether to apply individually or with the region but the amount would be the same.



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Action: Ms. Malinowski made a motion to authorize Dr. Alker to apply for the grant. Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.

Topic: Job Description Revisions and Required Information for Personnel Board Meeting

Discussion: Ms. Malinowski prepared a draft of the Public Health Nurse’s job description. Some of the suggestions made: cut down the years of experience from 10 to 5 years, add develop relationships with local businesses, etc.

Action: Ms. Malinowski moved to accept the proposed job description for the Public Health Nurse and present it to the Personnel Board. Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, Ms. Malinowski – yes.

Topic: Annual Report Draft

Discussion: The Board and staff reviewed the document Ms. Malinowski prepared and made changes. Ms. Malinowski will send a revised copy to the Board to review and discuss at the January 18th meeting.

Topic: Future Board of Health Meeting Dates

Discussion: The Board selected the following tentative dates:
Monday, January 10, 2022 @ 9:30 AM
Tuesday, January 18, 2022 @ 10:30 AM
Tuesday, February 8, 2022
Tuesday, March 8, 2022

Topic: Public Comment

Discussion: No public comment was brought before the Board

Ms. Malinowski made a motion to adjourn the meeting. Ms. Sacco seconded the motion. Vote to end the meeting: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes. The meeting was adjourned at 1:24 PM.

Respectively submitted by Barbara Spiri, Administrative Assistant and edited by Chelsea Malinowski.



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Documents:

Job Description for Public Health Nurse (draft)

Annual Report Draft



**Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662**

Phone: (508) 481-3013

**Tuesday, January 4, 2022 at 12:00 PM
Meeting Agenda - Revised
Virtual Meeting Room**

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. This meeting may be watched or residents may participate in the meeting remotely with the meeting link at:

<https://www.southboroughtown.com/remotemeetings>

Business Item (Board May Vote):

1. Public Comment
2. Vote to Approve Meeting Minutes: 12/21/21, 12/28/21
3. Approve Executive Session Minutes: 12/28/21
4. Town Mask Advisory
5. Extend Temporary Per Diem Clerk Contracts for COVID Vaccination Clinics Through 3/31/22
6. March Town Meeting Logistics and Safety Protocols from BOH
7. Potential Municipal COVID-19 Antigen Testing Procurement
8. Housing & Food Inspections
9. Job Description Revisions and Required Information for Personnel Board Meeting
10. Annual Report Draft
11. MetroWest Health Foundation Grant
12. Director/Nurse Report
 - a. COVID Case Numbers
 - b. COVID Vaccine Clinics
13. Upcoming meeting schedule
 - a. Regular Meetings – 1/18/22, 2/8/22, 3/8/22
 - b. Personnel Board – 1/12/22
14. Public Comment

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco



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Minutes of the Southborough Board of Health

Meeting Minutes

December 21, 2021 – Board of Health – Virtual – 10:00 AM

Present:

Board Members Chelsea Malinowski, Nancy Sacco, Dr. Safdar Medina; Public Health Director, Dr. Heather Alker; Public Health Nurse, Taylor West; Administrative Assistant, Barbara Spiri

Also in attendance: Kate Feodoroff, Labor Council; Diane Legere, Food & Housing Inspector

Opening:

The meeting of the Board of Health was called to order at 10:00 AM by Ms. Malinowski.

Topic: Public Comment

Discussion: No public comments were brought before the Board.

Topic: Vote to Approve December 7th Meeting Minutes

Action: Ms. Malinowski made a motion to accept the edited minutes from the December 7th meeting. Ms. Sacco seconded the motion. Vote to approve the meeting minutes: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes.

Topic: Appoint Additional Tobacco Inspector

Action: Ms. Malinowski made a motion to appoint Mishel Caisapanta as an additional inspector for the MetroWest Tobacco Collaborative. Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.

Topic: Tobacco Licenses in Southborough

Discussion: There are currently 9 establishments licensed to sell tobacco products in Southborough. The Board had previously discussed the limit of licensed sellers be capped at 8. Dr. Medina and Ms. Sacco would like the Board to consider the number be reduced to 6. Ms. Malinowski suggested they check with legal counsel before voting on a lower number. Dr. Medina would like the Tobacco inspector to make sure proper signage is visible and there is no storefront advertising.

Action: Ms. Malinowski moved to cap the number of establishments licensed by the Board of Health sell tobacco to 8, understanding there are 9 today and would remain at 9



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until an establishment does not renew. (When a store closes or changes hands the license will not be replaced renewed.) Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, Ms. Malinowski – yes.

Topic: Food and Housing

Discussion: Food Inspections: Ms. Legere told the Board 19 routine inspections were done in November. Most establishments require a minimum of two inspections. Many will need additional training. She is going to hold Zoom classes (each 15 minutes long) which will be recorded and posted on the town website. Some of the topics that will be covered are temperature, labeling, dating items, and general sanitation.

Community Refrigerator: A request has come up for a Community Refrigerator in Southborough. Ms. Legere supports the idea but has some concerns. It must be permitted but it requires no fee. There must be a Person in Charge (PIC) to monitor the temperature, check dates on food, and to make sure the door is closed. Raw meats and homemade products are not allowed. This topic will be discussed by the Board in a future meeting.

Topic: Health Department

Discussion: Covid: Ms. West stated the number of cases is increasing. Dr. Alker updated the status of the MetroWest Health Foundation Grant. The grant that will pay for an epidemiologist, nurses and contract tracing – should be up and running within the next few weeks.

Communication: Ms. West is still interested in obtaining Constant Contact. Ms. Malinowski would like to work with the I/T Department for a quote. It could be funded for the Health Department from the FY22 budget line of Contracted Services. The Board does not have a problem with that. If it can be used Town-wide, it could be funded through the I/T Department in FY23.

Topic: Annual Report

Discussion: Dr. Alker is going to trim down the report, but the information will be used for other purposes.

Topic: Future Board of Health Meeting Dates

Discussion: The Board selected the following tentative dates:
Tuesday, January 11, 2022
Tuesday, February 8, 2022
Tuesday, March 8, 2022



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Topic: SAP vs. Contracts

Discussion: Ms. Feodoroff spoke to the Board and Health Department employees about the advantages and disadvantages of contracts and SAP. She explained that the BOH has the authority to enter into a one-year employment contracts under Chapter 111. Therefore, employment contracts need to be renegotiated every year and no funding is guaranteed until Town Meeting, unlike other 3-year employment contracts as executed by the Selectmen under Chapter 41. Employees under the SAP (Salary Administration Plan) are treated with some form of equity across the board in terms of benefits, salary, etc. In Southborough, the Personnel Board goes through a job description review process in order to add the job to the SAP and provides a salary band. The BOH would still request a salary for the position in their department budget.

Topic: Public Comment

Discussion: Mr. Litt mentioned a packet was not posted prior to the meeting.

Action: Ms. Malinowski moved for the Board to enter Executive Session per Mass General Law (Chapter 30A, Section 21 (a)(21)) – to conduct strategy sessions in preparation for negotiations with nonunion personnel, to include: Public Health Director, Public Health Nurse, Sanitary Inspector and not return to Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

Ms. Malinowski made a motion to adjourn the meeting. Ms. Sacco seconded the motion. Vote to end the meeting: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes. The meeting was adjourned at 11:01¹⁵ AM.

Respectively submitted by Barbara Spiri, Administrative Assistant and edited by Chelsea Malinowski.



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Board of Health**

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Phone: (508) 481-3013

Minutes of the Southborough Board of Health

Meeting Minutes

December 28, 2021 – Board of Health – Virtual – 9:00 AM

Present:

Board Members Chelsea Malinowski, Nancy Sacco, Dr. Safdar Medina; Public Health Director, Dr. Heather Alker; Administrative Assistant, Barbara Spiri

Opening:

The meeting of the Board of Health was called to order at 9:14 AM by Ms. Malinowski.

Topic: Public Comment

Discussion: No public comments were brought before the Board.

Ms. Malinowski moved for the Board to enter Executive Session per Mass General Law (Chapter 30A, Section 21 (a)(21)) – to conduct strategy sessions in preparation for negotiations with nonunion personnel, to include: Public Health Director, Public Health Nurse, Sanitary Inspector and will return to Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

Open Session

The meeting of the Board of Health was called to order at 9:57 AM by Ms. Malinowski.

Ms. Malinowski made a motion to reconvene the meeting in Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

Topic: Contract/SAP

Discussion: In Executive Session, the Board discussed the Public Health Director and Public Health Nurse positions for FY23.

Action: **Public Health Director:** The Board would like to keep this position as a contract. Ms. Malinowski moved to keep the Public Health Director on a contract. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

The Board will work to finalize the PHD job description by the end of January.

Public Health Nurse: The Board would like to change the position to SAP instead of a contract. The current job description does not include the work Ms. West is doing. Her



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position would include Assistant Public Health Director and Outreach Coordinator. The next step is to go to the Personnel Board and have the position graded. Ms. Malinowski moved to present a new Nurse/Assistant Health Director/Outreach Coordinator to the Personnel Board. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

The Board will review the PHN job description and finalize it at the next meeting.

Topic: Future Board of Health Meeting Dates

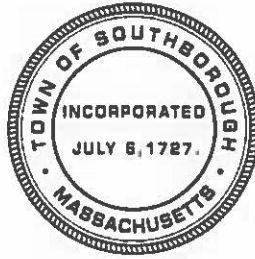
Discussion: The Board selected the following tentative dates:
Tuesday, January 4, 2022, at 10:00 AM
Tuesday, January 18, 2022 at 12:00PM
Tuesday, February 8, 2022
Tuesday, March 8, 2022

Topic: Public Comment

Discussion: No public comment was brought before the Board

Ms. Malinowski made a motion to adjourn the meeting. Ms. Sacco seconded the motion. Vote to end the meeting: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes. The meeting was adjourned at 10:14 AM.

Respectively submitted by Barbara Spiri, Administrative Assistant and edited by Chelsea Malinowski.



Position Description

Job Title	Nurse/Assistant Health Director/Outreach Coordinator
Department	Health Department
Employment Status	Full-Time
Exempt/Non Exempt Status	Non-exempt

Scope of Work

This position promotes health and the prevention of disease in the community of Southborough. The employee shall use a variety of nursing services, communication methods, education, infectious disease controls to respond to and prevent public health risks. Acts in the capacity of the Health Director when they are unavailable.

Supervision

Received	Health Director
Exercised	Contracted Nursing Personnel

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs disease surveillance, investigation and documentation per the State Department of Public Health's 105 CMR 300.100 – 300.200.
- Coordinates and conducts health related clinics as needed, regionally and locally, such as flu and COVID vaccines. Including but not limited to scheduling staffing (volunteers and paid employees), ordering vaccine, setting up scheduling for patients receiving the vaccine, billing/reporting to that state on administration, etc. Performs public outreach and answers questions related to vaccine clinics.
- Develop policies and procedures for all protocols followed by the department using state guidelines.
- Spearhead a project to digitize records in the health department to include lifelong and time sensitive records within HIPPA compliance.
- Investigate communicable diseases including contact tracing. Perform functions to ensure no widespread public health risk or spread.

- Oversee any outsourced nurses for a variety of functions including but not limited to surge contract tracing, vaccinations, etc.
- Develop education material for the public distribution including social media, health fairs, school network (public and private).
- Establish and maintain social media accounts for public health information access including but not limited to Facebook, Twitter town updates, town website updates
- Work with employees of Greater Boroughs to develop programs to benefits seniors, families, employees on topics like food borne illnesses, hygiene, hoarding, blood pressure, diabetes, nutrition, etc.
- Collaborate with the schools (private and public) on areas such as wellness, mental health, etc.
- Participate and contribute to the Emergency Preparedness and Response Planning including active participation within Region 4AB and keeping up to date with drills and training
- Collaborate with MRC/CERT on initiatives in town
- Make residential home bound visits as necessary for vaccinations
- Act as a resource for residents on questions regarding public health
- Coordinate with Senior Center on senior citizens public health needs
- Develop Community Outreach Program in collaboration with town departments, boards and committees, and stakeholders to attain public health goals
- Develop tracking mechanism to maintain records
- Continue to respond to the COVID-19 pandemic in coordination with the Town Administrator, schools, and Board of Health
- Attend public meetings as needed
- Enforce state and local public health laws and rules and regulations
- Respond to inquiries from the general public, employees, and businesses
- Provide updates on local public health from outside agencies (Southborough Access Media, My Southborough, etc.)
- Provide educational materials to public places in town (posters, flyers, etc.) on public health risks and prevention
- Interface with state public health agencies (MHOA, MAPHN) and keep up with membership to understand state-wide risks and issues

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Must be a Registered Nurse under the Massachusetts Board of Registration in Nursing with at least five (5) years experience as an R.N. Must have the ability to follow through, collect and organize information in a concise and reportable manner, with regard to HIPAA guidelines. Requires a minimum of a Bachelor's degree in Nursing.

Knowledge of

- Medical disease processes
- Infectious disease precautions and protocols

Ability to	<ul style="list-style-type: none"> • Manage multiple projects with time related constraints in a fast-paced environment. • Establish and maintain cooperative relationships with town officials, employees, community partners and residents • Organize programs and clinics quickly • Effectively communicate and access the necessary resources available to meet the Massachusetts Department of Public Health's requirements • Recognize needs and services for vulnerable residents
Skill in	<ul style="list-style-type: none"> • Must be well organized, an effective communicator at multiple levels • Must have strong clinical and patient assessment skills, be well organized and excel at problem solving • Must be able to multi-task and be able to handle high volume of resident inquiries at times • Must be flexible and adapt to changing conditions easily given the nature of the department • Must be proficient with computers and software systems to set-up and executive programs quickly, i.e. clinic platforms • Excellent customer service and community relations • High level of integrity and accountability

Necessary Special Requirements

Current drivers license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local

Communicable Disease Control

Food Borne Illness – In general food borne illnesses require a week's worth of investigation and follow-up with doctor offices, place of origin, and reports into the state's system MAVEN.

Project: Develop policies and procedures for known types of food borne illnesses. **Timeline:** 6 months. **Responsibility:** Nurse

Project: There is a need for training and education of restaurants and their employees on how to handle if an employee contracts a food borne illness. There are separate protocols to be followed by employees of restaurants in order to return back to work. The plan is to put together a 20 minute Zoom training for restaurant employees in Southborough. **Timeline:** 6 months. **Responsibility:** Health Director, Food Inspector

Ongoing Maintenance: Continue to track any food borne illness in Southborough. On average, there are 10-15 cases per year. Cases could include a resident, restaurant in town, and/or employee of a restaurant in town. **Responsibility:** Nurse

Disease Tracking & Reporting – It is the responsibility of the Health Department to track and document cases related to mitigating risks of dangerous diseases to the public. Depending on the disease drives the protocol to be followed but generally cases are followed for a few weeks to ensure no cluster or public health risk.

Project: Develop policies and procedures for known types of disease tracking and reporting. As new diseases come up in Southborough, the department would need to add to the list and develop the policy. The nurse will gather information and protocols from the state to memorialize the policy for Southborough. **Timeline:** 6 months.

Ongoing Maintenance: Diseases like TB and Ebola require the Health Department to check-in and track the patient to ensure protocol is followed to mitigate any spread. For any mosquito borne illnesses (EEE, West Nile, Zika), there can be deep investigation with the State and potential mitigation strategies in terms of the environment if necessary. These cases usually occur during the summer. During the winter, there is more investigation on COVID and Flu related cases. **Insert timeline for those investigations here.** Communicate with school population on any risks related to public health and receive reports on any students sent home due to communicable diseases.

Responsibility: Nurse

Vaccination Clinics – Historically the health department has provided 1 flu clinic a year for seniors and town employees. Over the last year, there have been 18 clinics in Southborough alone and the department has participated in several regional clinics that have served residents. The vaccinations have also included a COVID clinic at Colonial Gardens and some home bounds.

Future Project: Establish yearly flu clinics with daycares and preschools. Would like to increase awareness of availability of vaccines for homebound residents.

Ongoing Maintenance: Provide vaccination clinics prioritizing the most vulnerable residents. Continue to adapt to the need as more vaccines are needed.

Responsibility: Health Director, Nurse

Substance Abuse Prevention – The Health Department monitors opiate overdose data and responds accordingly.

Project: Organize/promote a chapter 84 (program of the Massachusetts Department of Public Health's Tobacco Cessation and Prevention program) in Northborough/Southborough. Work with Dr. Medina, MetroWest Tobacco Control, and state organizations to guide updates for Southborough tobacco regulations.

Responsibility: Health Director

NS Substance Abuse Coalition

Project: Collaborate with new consultant, Amanda Decker from Bright Solutions Consulting Group, on the approach for substance abuse prevention in Northborough/Southborough.

Responsibility: Health Director, Nurse

Records retention – There are 44 types of records (permanent and time-limited) that the Health Department is required to maintain.

Project: The Southborough Health Department needs to put plan together to document all records currently in house, scan permanent records, and a tracking mechanism going forward for the 44 types of records. The nurse will be the lead on this project along with support from the administrative assistant. There may be a technology request once the volume of records is identified and any HIPAA compliance requirements. **Timeline:** 1 year

Ongoing Maintenance: The nurse and administrative assistant will develop a system for tracking and maintaining records.

Responsibility: Nurse, admin assistant

Chronic Diseases and Injury Prevention

Chronic disease prevention – Based on a May 2021 assessment, Southborough residents have a higher than expected rates of obesity, cancer, diabetes, and poor dietary consumption.

Future Project: Develop education and engagement programs to promote healthy eating and exercise which would result in lower rates of obesity, cancer, and diabetes. Would need to refresh data if available. Reference: <https://www.cdc.gov/chronicdisease/programs-impact/index.htm>

Future Project: Establish a walk with a doc program or other engagement with Southborough residents on use of walking/biking in town. Reference: <https://walkwithadoc.org/>

Responsibility: Health Director, Nurse

Environmental Public Health

Trash Haulers – The department instituted a trash hauler application and fee in FY21. There are currently 3 registered trash haulers.

Project: Develop rules and regulations for trash haulers.

Ongoing Maintenance: Continue to collect fees from registered trash haulers.

Responsibility: Health Director, Nurse, BOH

Water Quality of Wells – Southborough is mostly town water but there are a fair amount of wells in town. Some are because there is no town water accessible to the house and some are choices by the resident. The department does provide plan review and permit of new wells.

Future Project: Develop an educational program on water quality in wells.

Responsibility: Health Director

Noise – The department has jurisdiction over noise complaints and policy decision making when it comes to noise.

Ongoing Maintenance: Take in complaints, work with DEP on evaluating issues, and participate in town committees and policy decisions.

Responsibility: Health Director

Disposal of Special Wastes – The pandemic has increased the Health Department's usage of needles due to the number of clinics hosted. There is a small program at the DPW that helps with the appropriate disposal of needles however, it is not available to residents without a transfer sticker and it is not enough to sustain vaccination clinics.

Project: Establish a larger program to disposal of special waste. **Timeline:** 1 year

Ongoing Maintenance: Work with DPW and Police on appropriate special waste disposal.

Responsibility: Health Director, Nurse

Septic Review – The health department reviews plans, inspects septic systems, tests soil, and collects fees. The contracted inspector does the inspecting and the Health Director communicates with internal departments on status of plans.

Project: Evaluate wait times for septic inspections. Consider local regulations pertaining to septic that could be updated for Southborough.

Ongoing Maintenance: Continue to provide inspectional services via a contracted position.

Responsibility: Inspector, Health Director

Air Pollution – Collaborate with residents and organizations (Southborough Open Land Foundation) on strategies to measure and inform residents on air quality.

Responsibility: Health Director

Maternal, Child, and Family Health

Community Partnership Development

Communication with Residents – Receive questions on a regular basis from residents regarding anything under the umbrella of public health, including but not limited to: permitting process questions, septic (sends to inspector if needed), food permits from vendors, where to access vaccine/testing, complaints about pesticides, odor complaints, residential/housing complaints

Responsibility: Nurse, Admin, Inspector

Communication with outside agencies – Keeping up to date with what is going on in the state and surrounding communities is important to prevent disease and mitigate public health risks.

Ongoing Maintenance: The department is in constant communication with DPH on ways to prevent diseases, reporting cases and information (through MAVEN), receiving information regarding cases. Anything related to workplace environment would get communicated by the health department to OSHA. Residents reach out with questions related to bats and any treatment associated with a bite. The department would provide guidance on the appropriate steps and treatment. The department communicates with DEP when certain situations come up such as noise complaints. The department is provided with information from the state and needs to validate and get rid of duplicative information. There is a process to follow to ensure correct information is captured.

Responsibility: Health Director, Nurse

Community Outreach – Historically, there has been little to no public outreach by the health department, mainly because there were not enough staff hours to do so. With the pandemic, many residents have communicated with staff and it is not behind the scenes anymore.

Project: Continue to build on public outreach through Facebook, establish email distribution (like Constant Contact), develop a regular newsletter, be present in the community. Continue to collaborate with other town departments on how to tackle issues as they arise in the community. Establish relationships so that the health department is a resource for residents and the community at large. Find ways to educate residents on public health risks and prevention.

Responsibility: Nurse

Partnership with Senior Center – There are some programs offered to the Senior Center but could be expanded on.

Project: Develop a program to educate seniors on hoarding and provide intervention with Fire on actual situations. Be proactive with wellness screenings and health clinics to help with prevention. Work with Northborough food inspector on a program for food safety for seniors.

Responsibility: Health Director, Nurse, Senior Center Nurse, Food/Housing Inspector

Emergency Preparedness – The health department plays a current role in Emergency Preparedness in collaboration with SEMA and the Fire Department.

Future Project: Develop, exercise, and maintain preparedness and response strategies and plans, in accordance with established guidelines, to address natural or other disasters and emergencies, including special protection of vulnerable populations.

Ongoing Maintenance: Continue to participate in Emergency Preparedness and maintain certification in NIMS IS-700, IS-100, and IS 200. Participate in drills to maintain compliance in Region 4AB.

Responsibility: Health Director, Nurse

Access to and Linkage with Clinical Care