

1. Agenda

Documents:

[2022.01.25\\_BOH\\_AGENDA.PDF](#)  
[2022.01.25\\_BOH\\_REVISED\\_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[REPORT\\_TO ADVISED COMMITTEE FOR FY23 BUDGET DISCUSSION.PDF](#)

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

**Tuesday, January 25, 2022 at 10:30 AM  
Virtual Meeting Room**

**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. Finalize Summary Report to Advisory

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco

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

**Tuesday, January 25, 2022 at 10:30 AM**  
**Virtual Meeting Room**

**Agenda - Revised**

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**Business Item (Board May Vote):**

1. Public Comment
2. Finalize Summary Report to Advisory
3. Potential Recommendation Regarding Municipal Employee Masking

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco

# **Report to Advisory Committee for FY23 Budget Discussion**

The information outlined in this document shows the current and future work of Southborough's Health Department. The items here are geared to show how the FY23 budget request from the Board of Health to transition 2 part-time positions to 2 full-time positions will benefit the residents of Southborough. Every item listed has a priority scale to show a responsibility that is absolutely necessary (high), an shorter term need (medium), or a wish list (low). There is a lot of detail in this document, but it is in response to the Advisory Committee's request to understand the detail responsibilities of a health department.

## **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.

**Future Project:** Develop policies and procedures for known types of food borne illnesses.

**Timeline:** 6 months. **Responsibility:** Nurse. **Priority:** High

**Future 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. **Priority:** High

**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, Health Director **Priority:** High

**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.

**Future 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. **Responsibility:** Nurse **Priority:** High

**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. COVID cases take on average an hour to investigate and respond to. Tick borne illness takes a few days to track down the correct information from doctor's office, etc. and a week to work. Mosquito illnesses require statements issued to the town and more follow-up

with the resident on treatment. TB cases require about 4 months of tracking. To highlight some other illnesses that require immediate attention include: pertussis, whooping cough, hepatitis B & C, measles, rubella, tetanus, mumps, as well as others. 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, Health Director **Priority:** High

**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. **Priority:** Medium

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

**Responsibility:** Health Director, Nurse

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

**Future 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. **Priority:** Medium

**Responsibility:** Health Director

#### **NS Substance Abuse Prevention Coalition**

**Future Project:** Collaborate with new consultant, Amanda Decker from Bright Solutions Consulting Group, and Youth and Family on the approach for substance abuse prevention in Northborough/Southborough. **Priority:** Medium

**Responsibility:** Health Director, Nurse

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

**Future 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. **Priority:** Medium

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

**Responsibility:** Nurse, Business Administrator

## **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> . **Priority:** Low

**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/> **Priority:** Low

**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.

**Future Project:** Develop rules and regulations for trash haulers. **Priority:** Medium

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

**Responsibility:** Health Director, Nurse, BOH, Business Administrator

**Water Quality of Wells** – Southborough uses mainly town water via MWRA 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. **Priority:** Low

**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. Provide support for town initiatives in policy making to give parameters around noise. **Priority:** High

**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.

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

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

**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.

**Future Project:** Education program on septic safety with the public to understand procedures and protocols. This effort would be to avoid last minute issues and understand the basic do's and dont's with septic systems. The goal would be to develop a recording that could be shared and a one page summary document. **Priority:** Low

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

**Responsibility:** Inspector, Health Director, Business Assistant

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

**Future Project:** Continue to explore avenues and grant opportunities to improve on air quality.  
**Priority:** Medium

**Responsibility:** Health Director

## **Mental Health**

**Mental Health Support with Community** – Collaboration and support Southborough Youth and Family Service Department.

**Future Project:** Develop programs with YFS and potentially schools on mental health support. This the second most wanted service from the community survey. **Priority:** High

**Responsibility:** Health Director

## **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. **Priority:** High

**Responsibility:** Nurse, Health Director, Inspector, Business Administrator

**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. **Priority:** High

**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.

**Future 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. **Priority:** High

**Responsibility:** Nurse, Health Director, Business Administrator

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

**Future 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. **Priority:** Medium

**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:** Work in collaboration with the Fire Department SEMA to 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. **Priority:** Medium

**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. **Priority:** High

**Responsibility:** Health Director, Nurse

**Partnership with Clinical Care** – Currently there is no structure for this but is a desired program.

**Future Project:** Reach out to local providers and see how we could work synergistically to address health needs. **Priority:** Low

**Responsibility:** Health Director

**Relationship with Greater Boroughs Partnership for Health** – Southborough is part of a 4 town collaborative that is funded by a state grant. A lot of excellent support has come out of the grant and we want to continue to foster those relationships.

**Future Project:** Explore other ways to share staff, resources, take advantage of regional funding. **Priority:** High

**Responsibility:** Health Director, Nurse, BOH