



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

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By kbattles at 9:56 am, Mar 03, 2022

Phone: (508) 481-3013

**Minutes of the Southborough Board of Health**

Meeting Minutes

January 18, 2022 – Board of Health – Virtual – 10:30 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:** Housing & Food Inspector, Diane Legere; Epidemiologist, Isabella Caruso; St. Mark’s, Mark Weiler; Representing Community Fridge, Jessica Levenson

**Opening:**

The meeting of the Board of Health was called to order at 10:34 AM by Ms. Malinowski.

**Topic: Public Comment**

**Discussion:** No public comments were brought before the Board.

**Topic: Vote to Approve January 4<sup>th</sup> and 10<sup>th</sup> Meeting Minutes**

**Action:** Ms. Malinowski made a motion to accept the edited minutes from the January 4<sup>th</sup> and 10<sup>th</sup> meetings. Ms. Sacco seconded the motion. Vote to approve the meeting minutes: Ms. Malinowski – yes, Ms. Sacco – yes, and Dr. Medina – yes.

**Topic: Introduce and Appoint Epidemiologist Isabella Caruso - Greater Boroughs Partnership for Health**

**Discussion:** Ms. Caruso gave a brief introduction to her background and the tasks she will be assisting the towns under the grant including data trends.

**Action:** Ms. Malinowski moved to appoint Isabella Caruso as the epidemiologist for the Greater Boroughs Partnership for Health. Dr. Medina seconded the motion. Vote: Dr. Medina – yes and Ms. Malinowski – yes.

**Topic: Housing & Food Inspections**

**Discussion:** Ms. Legere told the Board there have been some establishments with food violations but they are making efforts to improve. She wants to offer Zoom mini classes to address health issues. Some establishments may benefit from contracting with an independent inspector to get up to compliance. This would be at their own cost but has been very successful in other towns.



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**Topic: Community Fridge**

**Discussion:** Ms. Levenson is the project lead for the Community Fridge in Southborough. St. Mark's is providing the space, funding for electrical lines, and access to kitchen operations. It will be housed in an insulated shed and will require a Building permit. Ms. Levenson will oversee the team and she said she already has a spreadsheet of participants. Ms. Legere told Ms. Levenson and the Board the food license will not require a fee, but it will need to go through regular inspections. The necessary documents will be sent to Ms. Malinowski and Ms. Legere. The Board is looking to take next steps on this topic at the February BOH meeting.

**Topic: Ken's Expansion**

**Discussion:** Dr. Alker told the Board nearby residents are concerned about the noise at night from the idling trucks. Ken's did do a noise assessment but the study does not include ambient noise levels. Dr. Alker is going to send a letter to the Noise Committee as to what the Board of Health can and cannot do.

**Topic: Discussion and Potential Vote of Number of Tobacco Licenses in Southborough**

**Discussion:** Previously, the Board voted to restrict the number of tobacco licenses to 8. Per Town Counsel, the Board has the authority to limit this amount. The Board would like to reduce this number again. Existing businesses will not be eliminated. This would apply to new businesses coming into Southborough and establishments that do not renew their licenses.

**Action:** **Ms. Malinowski moved to reduce the number of tobacco licenses to 6. Ms. Sacco seconded the motion. Vote: Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.**

**Topic: Job Description Revision for Health Director**

**Discussion:** The job description for the Public Health Director has not been completed yet. A portion of the Board would like to include inspectional services – while other members do not agree. The Board will revisit this topic at the February meeting.

**Topic: MetroWest Health Foundation Grant**

**Discussion:** Dr. Alker informed the Board the grant is for urgent Covid response. The total could be \$50,000/community. She should know the final answer on January 28<sup>th</sup>.

**Topic: Report for Advisory**

**Discussion:** Minor changes had been made to the report. The Board discussed the future of the Health Department. There is a difference of opinion when it comes to shared services/regionalization. This topic will be discussed at a future meeting.



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**Action:** Ms. Malinowski moved to accept the summary and report as written. (She asked the other members to let her know if changes are required). Ms. Sacco seconded the motion. **Vote:** Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.

**Topic:** Re-vote on Job Description for Public Health Nurse

**Discussion:** Minor revisions were made (ex. contract to contact) at the Personnel meeting.

**Action:** Ms. Malinowski moved to accept the contract with revisions by the Personnel Board. Ms. Sacco seconded the motion. **Vote:** Ms. Sacco – yes, Dr. Medina – yes, and Ms. Malinowski – yes.

**Topic:** Public Health Director/Public Health Nurse Report

**Discussion:** Ms. West stated the number of cases has continued to rise. She is calling those 18 years and younger and 65 and older. Others are being sent letters There will be a vaccine clinic tonight and next Tuesday evening in Northborough.

**Topic:** The Board selected the following tentative dates:

Tentative – Tuesday, January 25, 2022  
Tuesday, February 2, 2022 - Advisory  
Tuesday, February 8, 2022 @ 10:30 AM  
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 12:11 PM.

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

Documents:

Public Health Nurse Job Description

Letter to Noise Committee

Report for Advisory

Summary of Southborough Health Department

December Food Inspection Report