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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**

April 12, 2022 – Hybrid Meeting – McAuliffe Meeting Room (Town House - 17 Common Street)  
& Virtual – 9:30 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: Food & Housing Inspector, Diane Legere; Resident, Timothe Litt

**Opening:**

The meeting of the Board of Health was called to order at 9:30 AM by Ms. Malinowski.

**Topic: Public Comment**

**Discussion:** Lisa Braccio, Select Board Chair, provided positive feedback about the first time use of OWL for this meeting.

**Topic: Approval of Meeting Minutes**

**Action:** **Ms. Malinowski moved to approve and release meeting minutes from the 3/25/22 meeting as presented. Ms. Sacco seconded the motion. Vote: All in favor, passes unanimously.**

**Topic: Food Permits**

**Discussion:** Ms. Legere provided the Board with a comparison chart of food permit rates in similar towns. The chart shows the need for an increase in permit rates for Southborough. The fees will include 2 yearly inspections (done by the town). A few suggestions she made: 1) a fee of \$150 for establishments that require more than 2 inspections and 2) an additional fee if a complaint was made and significant non-compliance was found.

**Action:** **Ms. Malinowski made a motion for the Southborough Health Department accept the revised fees presented and a complaint fee of \$150 – all effective 4/12/2022. Ms. Sacco seconded the motion. Vote: All in favor, passes unanimously.**

**Topic: Posting of Food Inspection Reports**



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**Discussion:** The Board discussed posting the most recent food inspection reports on the Board of Health page on the town's website.

**Action:** **Ms. Malinowski moved to post current food inspections to the town website. Ms. Sacco seconded the motion. Vote: All in favor, passes unanimously.**

**Topic:** **FY23 Budget**

**Discussion:** Ms. Malinowski informed the Board that Advisory vote 0-7 against the BoH FY23 budget because they want more ARPA money to be used for public health. She feels it would be beneficial for one of the other Board members to speak at Town Meeting. This will be discussed at the next BoH meeting.

**Topic:** **Director/Nurse Report**

**Discussion:** 1) Covid Vaccine Clinics: Vaccinations for children under the age of 5 have not been approved yet. Adults 50 and older can receive a second booster. 300 residents in Northborough & Southborough will receive the booster at a vaccine clinic in Northborough. The health department coordinated with schools and the ELL coordinator to hold a non-English speaking vax clinic. Second doses will be given in 2 weeks.  
2) 3 Month total for Health Department duties. (See attached sheet)  
3) Preparations for Mental Health Awareness month (May): Group met to discuss ways to approach it from a health perspective – nutrition, exercise, phone numbers for those who need extra help, etc.

**Topic:** **Re-Appointing Temporary Clerks**

**Discussion:** Dr. Alker asked the Board to re-appoint 3 temporary clerks to help with clinics through the end of the calendar year. The MetroWest grant can be used to pay for the clerks. .

**Action:** **Ms. Malinowski moved to extend the contracts of temporary clerks - Ingrid Manz, Deena Zibel and Marge Achilles – to 12/31/22. Ms. Sacco seconded the motion. Vote: All in favor, passes unanimously.**

**Topic:** **Noise By-law**

**Discussion:** Town Counsel does not recommend putting Section 9 Article 26 in the by-law because it exists already. Instead, rules & regulations should be put together by the Board of Health and then posted on the website. The Board agrees a noise complaint form should be added to the website as well. Mr. Litt suggested a brochure to be made to assist people where to go when they have a problem.



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**Action:** Ms. Malinowski moved to remove Section 9 Article 26 from the warrant. Ms. Sacco seconded the motion. Vote: All in favor, passes unanimously.

**Topic:** Some members of the Board will visit Ken's Warehouse on Thursday evening. They will debrief the rest of the Board at the 4/25/22 meeting.

**Topic:** Tobacco

**Discussion:** Dr. Alker told the Board the grant for the grant for the 14 Town Tobacco Control District ends on 6/30/22 but an extension is being looked into. She asked the Board re-appoint Olivia Dufour as the Southborough Inspector for the Tobacco Control District.

**Action:** Ms. Malinowski moved to re-appoint Olivia Dufour as the representative/inspector for Southborough through 3/31/23. Ms. Sacco seconded the motion. Vote: All in favor, passes unanimously.

**Topic:** The Board selected the following tentative dates:  
Monday, April 25, 2022 @ 9:30 AM  
Tuesday, May 10, 2022 @ 9:30 AM  
Tuesday, May 31, 2022 @ 9:30 AM  
Tuesday, June 21, 2022 @ 9:30 AM  
Tuesday, July 12, 2022 @ 9:30 AM

**Topic:** Public Comment

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

**Action:** Ms. Malinowski moved for the Board to enter Executive Session per Mass General Law (Chapter 30A, Section 21 (a)(21)) – to discuss the contract for the Septic Inspector and not return to Open Session. Ms. Sacco seconded the motion and voted yes. Dr. Medina – yes and Ms. Malinowski – yes.

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

Documents:

Health Department Duties 3 Month Total  
Food Permit Fee Comparison Sheet  
Noise By-law Section for Warrant