



TOWN OF DIGHTON

BOARD OF HEALTH

Regular Meeting

Old Town Hall

1111 Somerset Avenue

Tuesday, Aug 15, 2023 - 3:45 P.M.

Meeting Minutes

Originally posted 8/10/23 @ 3:39

This was a remote participation "Zoom" meeting. It was a public meeting recorded for Cable Broadcast and Internet posting on YouTube at www.youtube.com/townofdighton.

1.) **Call to Order:**

Meeting was called to order by Paul Pacheco at 3:45 PM. Disclaimer recited.

Members present: Paul Pacheco, Pat McGovern & Jo-Ann Wilson

Public Present: Elizabeth Moreira, Office Manager; James Aguiar, Interim Health Agent; Heather Guenard, Leonard Hull

2.) **Pledge of Allegiance:**

Recited

3.) **Inspectors Reports:**

a.) **Town Nurse**

Elizabeth read some key notes in Nicoles absence.

- Calvery Cares Day handed out Narcan and resources to residents.
- This month's Strawberry Vine is about heat safety. Had the first Nurse Nikki's Book Club meeting. Next meeting is on October 3rd.
- Attended Luke's Light open house. (Drop-in center in Berkley from the HEALing study.
- Met with Mike Mullen, Karen Brady and Jim Aguiar about Narcan boxes for the Town Hall.
- Health Dept received 458 swag bags to be handed out at the Firecracker Festival.

b.) **Building Commissioner**

Jim Aguiar reviewed the last months projects and upcoming expectations in the Building/ Health Department.

He touched base on the meeting with Nurse Mello on the Narcan Boxes. Hopefully by the next meeting they're in place and we can advertise it on the town website.

The departments have been running smooth, its been busy but we have been keeping up with the inspections coming in. Our third-party plan reviewer has been working out well. He has been getting back to us within a day of receiving the application. Jim has been reviewing the notes that come back and sending letters to the engineer and homeowner, so everyone is informed.

c.) **Animal Inspector – Stacy was not in attendance.**

4.) **Scheduled Interviews**

3:45 PM James Aguiar Jr. – Board of Health Director Interview

The Board of Health Director candidate James Aguiar is interviewed.

Patrick McGovern asked Mr. Aguiar to Tell the board a little about himself and how it has prepared you for the position of Health Director.

Jim responded, included in his resume he submitted a detailed background of experience and his direction for the future. I love what I do and the environment both Dighton and I have created checks that box. If I am successfully appointed, I will continue in that track. I think it will be time consuming for the next 12-18 months in order to put the systems in place that were never put in place when the Board split from the Board of Selectmen. I feel like I am enthusiastic enough, experienced enough to meet those challenges. I have been working in municipal for 20 years. I've worked mostly in the

building professions, but I do have a health background. That background has afforded me to work in several municipalities. Directly for Boards of Health either as a consultant, plan reviewer and as a Health Agent. I have been appointed as a health agent in the town of Dighton for the last 13 years.

Paul Pacheco asked if there was anything else anyone wants to add.

Paul Pacheco asked Mr. Aguiar to describe any past experiences he has working with local Board of Health and or Mass Department Public of Health. Mr. Aguiar responded. He touched base upon it in the last question, but he will add he has had training in minimum housing, title five, very little food training but all said in serving in the capacities he has mentioned, all required training and certification, some of which I still have today.

Jo-Ann Wilson asked Mr. Aguiar what areas he would excel in and which he would need improvements.

Jim responded with. He feels his customer service skills are excellent. He has had that trait since he became a municipal servant. Those attributes will migrate over to the Health Department. Quite frankly I feel the Health Department needs that type of customer service. Elizabeth has brought that to the table and if I am successful then I would do the same. If you had asked me a few months ago I would say the way I worked with some of My colleagues. I take my job extremely seriously and if I see any sense of neglect on the side of servicing the taxpayers, I am very outspoken about that. Not that it wasn't important to me, I think over the last 12-18 months I learned there is a different approach you can use, and you would still be able to get the same result. That's something I've been working on the last year.

Patrick McGovern asked if you were selected for this position, what would you do on your first day?

Do this on an acting level for the last several weeks I have only been able to maintain the current workload for the Department I haven't had the chance to be preemptive or proactive and make any changes or recommended changes to the board. The first day I would prioritize what needs to be done now that I've lived it for the last several weeks. I have compiled a list that are simple changes, and some will require input by the three board members. I encourage the three of you to embrace what I put forward by dissecting it to make sure it's better for the department. If I am successful, I would want to look at the fee schedule, the per diem inspectors, the health inspector.

Paul Pacheco asked Mr. Aguiar if he has the flexibility to fit this position into his schedule to meet the requirements of this role. Mr. Aguiar responded that he doesn't see it changing from what he currently offers. He has been called afterhours for both Building and Health related issues. I will say that if there are weekend inspections, I would like that done by the Health Inspector. If they're available. If they're not I will certainly fill in where I can. I want to get away from the route inspections and work more on the operational things.

Jo-Ann asked Mr. Aguiar, with his role in the building department, is there enough hours in the day for you to this work. Jim responded with; he typically works a 10-to-12-hour day. I've done some restructuring in my office to prepare for this. This will require me to do more work on Fridays which I'm able to do. I think after the first 18 months things will be smooth. Just as my department needed work when I took over, eventually we get the right people in the right places. If things are progressing, I'm confident there will be a light at the end.

Jim's questions: What things would you like to see from me as the director?

Paul Pacheco commented he's like to see the operation run smoothly. Pat McGovern said there is a lot of things that need to be prioritized, we need the fee schedule, get the permit online. We need organization to the department.

a.) Review / Discuss / Act: Appointment of Health Director

Pat McGovern moves to appoint Mr. Aguiar as the Health Director. Jo-Ann Wilson seconds. A vote is made in favor and carried unanimously.

4:10 PM Heather Guenard – Board of Health Agent Interview

Pat McGovern asked to tell the board a little about herself, her education and how it has prepared her to be the Health Agent. Heather Guenard introduces herself and her background, work history. She is currently working at Baycoast Bank. She has some knowledge from working in daycare field. She went to Johnson & Whales and had had certificate for Serve Safe and other certificates related to the field.

Paul Pacheco asked Heather to describe any past experience she has had working with the local Board of Health and or Mass Department of Public Health. Heather responded with she has had experience working in the daycare field. Food safety, sanitation and making sure they were up to date with all the regulations.

Paul Pacheco asked if she still had the Serve Safe Certificate? She is not current, it has expired. It is something she will work on

Jo-Ann asked what skills Heather has to effectively deal with a resident who does not agree with you. Heather responded, when working with customers you have to tell them things they don't like. You have to stay calm and tell them in a way that they would understand it.

Pat McGovern asked Heather if she has enough flexibility in her schedule to work off hours. Heathers response was yes, she is local and she is available to make emergency calls.

Paul Pacheco and if Heather she could describe any certificates, she has held in the past relating to Health Agent responsibilities. Heather commented with ServeSafe. I would like to take more courses to get me everything I need to do the job to the best of my abilities.

b.) Review / Discuss / Act: Appointment of Health Agent

Jo-Ann made a motion to appoint Heather Guenard as our Health Agent. Pat McGovern second. The vote is made in favor and carried unanimously.

5.) Old Business:

a.) Review / Discuss: Town Trash Bag Quotes

Paul Pacheco mentioned they are having an issue with the seams on the bags not holding. We are looking for a new vendor. We only received two quotes. The third vendor declined to make an offer. We have ordered enough to get us by the next four months. Jim Aguiar wants to wait until the solid waste committee before deciding. We should see if the Solid Waste Committee wants to explore other options. We can't get rid of the pay as you throw program because it offsets some of the costs of trash removal. However, there may be some other options to us other than trash bags that still meet the revenue requirements and take the trash bags off the table.

Patrick noted that this is the third meeting we're talking about quotes. He feels we are as far along as we're going to get. I don't mind waiting to until we meet with Solid Waste, but we shouldn't be looking for more quotes.

Mr. Hull states that one person cannot be the director of two dept. Elizabeth would have to send a letter of recommendation to the Selectmen appointing Mr. Aguiar as the Health Department Director of Inspectional Services.

6.) New Business:

a.) Review / Discuss / Act: Health Department Interview Candidates

Was added twice in the agenda by mistake but Pat McGovern asked Mr. Hull if the Board of Health needs to meet with the Board of Selectmen regarding the position of Health Director for Mr. Aguiar.

Mr. Hull commented; because the towns bylaw states, you cannot have a person serve as a director of two departments. It's going to be necessary to create a position of one director of inspections. It would be a title change. Until we meet next Wednesday Mr. Aguiar will remain interim.

b.) Review / Discuss / Act: Role of the Health Agent

Mr. Aguiar would like to prioritize the certifications the Health Agent is going to need so get the department moving forward in the next direction. Mr. Aguiar will compose a list and send it to the Board as a recommendation and if any member has an issue with it they can send Elizabeth an email and we can discuss it at the next meeting. Mr. Aguiar would like to discuss the hours of the Health Agent. He suggested the start time should be 7:30 when townhall opens. The hours should be 4 days a week. Working from 7:30 AM to 1:30 PM M, Tu, Th. Wed 7:30 to 2:30.

Mr. Pacheco asked Mrs. Guenard what her start date could be. She gave the Board the date of 9/5/23.

c.) Review / Discuss / Act: Appoint Shara Costa as an Additional Burial Agent

Pat McGovern makes a motion to appoint Shara Costa as the additional burial agent. Jo-Ann Wilson seconded the motion. A vote is made and carried unanimously.

d.) Review / Discuss / Act: Health Department Signatories

Pat McGovern made a motion to approve the signature list as written. Jo-Ann seconded the motion. A vote is made in favor and carried unanimously.

e.) Review / Discuss / Act: Animal Regulation Proposed

Pat McGovern reviewed the animal regulations he proposed after the workshop with Elizabeth and Stacy. Most of the regulations were compared to surrounding towns and state regulations. Any new changes can just be amended. The document proposed is going to be kept as a live document. The only fees that were added was a second warning fee. We removed the verbal warning and is now a written warning with a fee.

Jo-Ann Wilson made a motion to approve the regulations written for the keeping of animals in the town of Dighton.

Pat McGovern seconded the motion. A vote was made in favor and carried unanimously.

f.) Review / Discuss: Additional Health Department Soil Evaluator

Paul Pacheco requests James Aguiar to speak on the needs of having a second soil evaluator. He is certified himself. It would be good if another member of the department has this certification. He knows there was in interest in one of the Board Members to become certified but now we have a Health Agent that would probably need to be certified. He thinks that the individual doing the perc test should have the same knowledge of the engineer. He would expect the evaluator would need to know what the engineer is referring to. We should always have a soil evaluator at a perc test.

Paul Pacheco asked if the fee that we charge would cover a third-party soil evaluator? Mr. Aguiar commented that the fee for third party would be \$100. Per hour at a 4-hour minimum. He doesn't want to increase the fees on the homeowner or builder so it would be best if we had someone in our department.

Paul Pacheco asks Mr. Aguiar his opinion on who should be certified. Mr Aguiar said he would have to get back to him after he sits with the new Health Agent

Jo-Ann stated that she had been told that at her interview they told her to go get her certificate. She had signed up for the course and is looking for the approval from the board.

Paul Pacheco stated that the decision has not been made on who will be the second soil certification. Mr. Aguiar is going to investigate it. Jo-Ann said if she doesn't get into this class then she will not be able to until Spring.

Pat McGovern, we reviewed the packet submitted by Jo-Ann and noticed that the cost for this certificate is 800 and the account for training only has 1000. So we need to figure out what the health agent needs for training. We don't want to drain an account.

7.) **Public Input:**

8.) **Approval of Minutes:**

a.) July 20, 2023 – Special Meeting

Pat McGovern made a motion to approve the minutes from 7/20/23. Jo-Ann seconded the motion. A vote is made in favor and carried unanimously.

b.) June 20, 2023 – Regular Meeting

c.) Pat McGovern made a motion to approve the minutes from 6/20/23. Jo-Ann seconded the motion. A vote is made in favor and carried unanimously.

9.) **Adjournment:**

Pat McGovern made a motion to adjourn. Jo-Ann seconded the motion. A vote is made in favor and carried unanimously. Adjourned at 4:44 PM