

JAMES MULLEN, Chair
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NATHANIEL W. KARNS, A.I.C.P.
Executive Director

MEETING MINUTES

Berkshire Public Health Alliance District Incentive Grant Meeting

Thursday, June 9, 2011
6:00 – 8:00 (Refreshments at 5:30)
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA
2nd Floor Conference Room
(directions at: <http://www.berkshireplanning.org/about/directions.html>)

Towns/Cities Represented

Dalton – Lois Bessette (Public Health Nurse)	Peru, Washington, Windsor – Valerie Nickerson-Bird (BOH Agent)
Egremont – Sandra Martin (BOH Agent/ also BCBOHA staff)	Richmond/West Stockbridge – John Olander (Agent)
Hinsdale – Edward Goddard (BOH Chairperson)	New Marlborough – Scott McFarland (Agent)
North Adams – Manuel Serrano (BOH Director)	

Partners Present

BCBOHA – Laura Kittross and Diane Persson
BRPC – Tom Matuszko

1. Approval of Meeting Notes from June 2, 2011 meeting
 - M. Serrano motioned, E. Goddard seconded, unanimous approval of meeting notes
2. Reports / updates from municipalities
 - Hinsdale – comments postponed until shared services discussion
 - New Marlborough – members have been keeping each other informed, no new update
 - Peru – Select Board decided not to have town counsel review IMA because their attorney, Kopelman and Paige, has been involved with the IMA process in other towns.
 - Washington – IMA is on next meeting's agenda for discussion
 - Windsor – meeting next week
 - North Adams – have draft, very interested, probably won't use services but are willing to provide services for other towns
 - Richmond – met 6/8 and discussed Core Duties and IMA – there may be a little resistance from 1 board member
 - West Stockbridge – met last week while J. Olander attend BPHA – Mark Webber, the Town Administrative Assistant, is willing to have the town pay Kopelman and Paige to look over the IMA for all town's that use that firm
 - Dalton – met 6/6 and decided they want to review the IMA before committing. It's been difficult due to different work schedules to get together to complete Core Duties assessment. L. Bessette will speak with Town manager, Ken Walto, about the IMA and getting the Select Board to sign.
3. Intermunicipal Services Agreement (IMA) update
 - IMA Final Draft has been sent to all member communities with only one small clarification/change related to

#16 (Waiver) to make language clearer. Joan Langsam, attorney from MHAB, will be available on a conference call for town/city attorneys scheduled for Wednesday, June 15th at 9:30AM. T. Matuszko can forward call-in information to anyone interested.

4. "Business Plan" discussion – S. Martin Services Cost discussion
 - Host Agency Fixed Costs: costs that occur without providing any services
 - Certain activities are required of the Host Agency by the IMA
 - Host Agency Variable Costs: costs that change depending on the type and quantity of services
 - Dependent on services provided and extent of tasks
 - Variable costs would be covered by service fees set by Alliance for inspections/services
 - Alliance Variable Board Costs
 - Alliance members could do all the tasks, breaking them up amongst themselves, as a cost savings
 - Most are too busy; so, these tasks will most likely be contracted out
 - In regards to grant writing, M. Serrano suggested having a percentage of awarded grant going to the grant writer, if allowable
 - Inspector Variable Costs
 - M. Serrano suggested Alliance inspection forms be standardized for Alliance inspectors, instead of using individual town forms. Standardized Alliance inspection forms would be approved by the Board
 - This would also provide proof of work
 - L. Bessette suggest that it be written into the contracts
 - This is allowable based on #2 of the IMA

5. Shared Services discussion
 - M. Serrano says low hourly rates don't include enough for benefits or provide for experienced/trained inspectors
 - The fees need to be high enough to make the numbers work for the Alliance and for the Alliance to be able to hire qualified people and yet low enough that the inspection fees are reasonable.
 - Mileage should be as per IRS rate and Alliance will have to find inspectors as close as possible to reduce mileage costs
 - Or, instead of charging a rate per hour plus mileage, charge an extra \$5 or so per hour to cover the mileage,
 - Alliance pays actual mileage to contractor and any money left over will go into the contingency fund
 - T. Matuszko is worried about pricing too high and not having any municipalities willing to pay fees
 - Fees collected from the inspection should be high enough so that it does not cost the town any money, although this is up to each town/city.
 - And, if billed for amount is more than Alliance costs, a refund could be given back to the town at the end of the year or a credit could be made towards the next year
 - It is clear that towns are subsidizing permit fees because Boards of Health are charging between \$10 and \$50 for a pool permit, while the Alliance estimates that it costs approximately \$90 or more for each inspection, depending on the size of the pool.
 - Camps – food inspection and permit often included with the camp permit and inspection fee, could charge additional for pool inspection as some camps don't have pools.
 - Ideally, a Public Health Nurse would go and verify immunizations and first aid
 - Difference between day and residential camps are substantial and would be reflected in the fees
 - Could there be a license fee and an inspection fee?
 - Town collects both
 - License fee stays with town and inspection fee gets invoiced to town by Alliance
 - To create contingency fund, service fee would include a small amount to go towards contingencies
 - Grocery store vs. B&B fees may have to be adjusted to reflect the ability to pay, but in general a fee would reflect the true cost of providing a service
 - Instead of charging per hour, charge flat fee
 - I.e.: \$500 covers camp inspection and includes food, pool, immunization records, CORI, etc.
 - S. Martin will break down fees for small, medium and large facilities for food inspections
 - S. Martin will break down fees for day vs. overnight camps
 - E. Goddard from Hinsdale
 - Passed in a breakdown of Hinsdale's priorities
 - Looked at business plan from Finance Committee, Select Board, and Board of Health perspectives

- Recognizes that there will be an administrative fee for the Host Agency and the model that would work for his town would be to incorporate the Admin fees into the Board of Health budget and inspection fees could come out of their revolving fund.
6. Rules and Regulations for Operating Procedures discussion
 - Decision was made to review these as a group.
 - Postponed until next meeting
 7. Summer Schedule
 - Does group want to take a break, meet every two or three weeks, or in short bursts of several meetings on a weekly basis?
 - There are several big tasks
 - IMA final review and outreach to Selectmen/Mayors
 - Business plan
 - Rules and Regulations for Operations
 - Implementation Grant application
 - Group decided to continue with meetings every two weeks through July and decide about August as we get closer and determine progress and priorities
 - Does group wants to continue to work as a whole or break into subcommittees?
 - Whole group would like to continue to meet
 8. Homework
 - Continue to encourage towns and town counsels to get involved and take part in conference call to be held next Wednesday, June 15 at 9:30AM
 - Speak with T. Matuszko for call in details
 - There is a meeting with Lt. Governor Murray in Worcester to discuss regionalization
 - If no one for group is willing to go and represent Alliance, T. Matuszko and/or L. Kittross will go
 8. Next Meeting
 - Scheduled for June 23, 2011 at 6:00 PM
 - Agenda items
 - Business planning continues, focusing on Public Health Nurse
 - First Draft of the Rules of Operation maybe ready for discussion
 - July meetings – July 7 and July 21
 9. Adjourn – 8:02PM

More Information:

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RSVP:

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