



**CITY OF BURLINGTON  
BOARD OF HEALTH**

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**BOARD OF HEALTH•**

Austin Sumner, Chair • David Casey • Mary D. Hart • Julie Hathaway • Caroline Tassey

**BOARD ADMINISTRATOR**

Linda Ayer

**HEALTH OFFICER**

William Ward

**INTERNS:**

Emma Hevey – Grace Hevey

**MINUTES FOR REGULAR MEETING OF  
BURLINGTON BOARD OF HEALTH  
DPW 645 PINE STREET  
THURSDAY, APRIL 11 2013, 7:30 PM**

Attending: *David Casey, Julie Hathaway, Caroline Tassey, Mary Hart, Emma Hevey, William Ward, Linda Ayer*

Absent: *Austin Sumner, Grace Hevey*

Public:

Meeting called to order by Caroline Tassey at 5:30 PM

ITEM	DISCUSSION	ACTION
1. Approval of Agenda and Minutes of Prior Meeting	Amended Agenda to exclude Chair’s Report	<b>Approved</b> Agenda <b>Approved</b> March 14, 2013 Minutes
2. Public Forum	Nobody present	

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<ul style="list-style-type: none"> <li>• Food Safety(20 minutes)</li> </ul>	<p>Initiative, Julie found that, regarding MAT prescribers in the community, the focus is currently on shoring up support services for existing providers..</p> <p>In Our Hands Newsletter – from Burlington Partnership for a Healthy Community inserted into NAN <a href="http://burlingtonpartnership.org">burlingtonpartnership.org</a></p> <p>Might be state legislation around drug take back. Disposal is an issue.</p> <p>David Casey attended a Substance Abuse Conference where there was a product- a jar of gel which makes disposal of meds safe. David mentioned work of Burlington Partnership for a Healthy Community focusing on GIS study on alcohol sales density/location and this relationship to schools, section 8 housing, crime, etc. David willing to discuss this at May BOH meeting.</p> <p>April 27, 2013 is Drug Take-Back Day drop off at Burlington Police Department (part of DEA efforts).</p> <p>Mary Hart – Investigating suboxone dispensary through private physicians. The need is for more methadone clinics. Transportation issues for clients accessing the clinic when it is not in the neighborhood.</p> <p>Food Safety Task Force meeting is June 12, 2013 and Caroline Tassey to attend.</p> <ul style="list-style-type: none"> <li>• UVM extension has number of handouts.</li> <li>• WEBINAR on Food Safety (3 part series).</li> </ul> <p>What is contact information for Chris Wagner –</p>	<p><b>Julie Hathaway</b> to provide BOH a report on drug legislation.</p> <p><b>Caroline Tassey</b> to attend Food Safety Task Force Meeting June 12, 2013.</p> <p><b>Caroline Tassey</b> to provide link to WEBINAR on Food Safety to BOH.</p>
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<ul style="list-style-type: none"> <li>• Healthy Lawns, Healthy Lives</li> <li>• School Inspections</li> <li>• Other</li> </ul>	<p>Farmers' Market coordinator?</p> <p>BOH to consider ways to provide some food safety oversight, or guidelines for self inspection at Farmers' Markets. BOH could provide an advisory role for food inspections for emergency preparedness.</p> <p>Food borne illnesses need further exploration and engage FAHC for this expertise. Next scheduled meeting is April 15<sup>th</sup>, 2013</p> <p>BOH should finish up school inspections by FY13 with EEE Ira Allen and the Sustainability Academy.</p> <p>The work of the BOH is visible and is valuable. Members of the Board to advocate for more funding for the Burlington Board of Health.</p>	<p><b>David Casey</b>, Lisa Hoare and Jurij Homziak to present a seminar on Healthy Lawns, Healthy Lives through FAHC public education programs on April 2013.</p> <p><b>David Casey and Bill Ward</b> to write up report on CP Smith School Inspection and schedule final two inspections for FY13.</p> <p>Imperative that <b>BOH members attend</b> the April 22, 2013 Board of Finance meeting at 5:30 pm.</p>
<p>6. Staff Report</p> <ul style="list-style-type: none"> <li>• Health Officer Renewal</li> <li>• Web Updates/Front Porch Forum</li> </ul>	<p><b>See Addendum A</b></p> <p>Discussed controversy of posting for the Wellness Co-op regarding overweight and obesity issues. It is important that the items the Board posts be accurate and that members are responsible for editing for accuracy in a timely manner.</p> <p>Suggestion: Every Board member to create a public health announcement ahead of time.</p>	<p><b>BOH Approved</b> re-appointment of <b>William Ward</b> as Health Officer</p> <p><b>BOH members</b> to respond in timely manner to wording of future postings on public health issues.</p> <p>April FPF posting will be National Infant Immunization League from <b>Julie Hathaway</b> combined with an invitation for new Lawn Labs participants</p>

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<ul style="list-style-type: none"> <li>NALBOH</li> </ul>	<p>A schedule for publication on FPF will be developed. BOH should set due dates into the future for FPF submissions so we can plan ahead to have postings written, edited, approved by others and submitted.</p> <p>Professional development opportunity. There are funds budgeted and approved for one BOH member's expenses to be covered for the conference.</p>	<p><b>Every BOH member</b> will submit at least one public health write up for posting.</p> <p><b>Caroline Tasse</b>y is planning to attend the NALBOH Conference in Salt Lake City, Utah, August 14-16, 2014</p>
7. Agenda Items/Next Meeting	<ul style="list-style-type: none"> <li>Chair's Annual Report</li> <li>Urban Agriculture Ordinance</li> <li>Subcommittee Reports</li> <li>Staff Reports <ul style="list-style-type: none"> <li>Front Porch Forum Public Service Announcements/Schedule</li> <li>Approve BOH regular meeting schedule and location for meetings May 9<sup>th</sup>, June 13<sup>th</sup> July 11<sup>th</sup>, Aug. 8<sup>th</sup> etc. Suggestion that the location NOT be City Hall, alternate between Robert Miller and DPW locations. Keep the 5:30pm Thursday meeting time.</li> </ul> </li> </ul>	<p><b>Next meeting: May 9, 2013 Room 12, 5:30 PM City Hall.</b></p> <p><b>LAST MEETING FY13: Thursday, June 13, 2013 5:30 PM ROBERT MILLER COMMUNITY CENTER Gosse Ct.</b></p>
8. Adjournment	7:45 PM.	Meeting Adjourned at 7:45 PM

ADDENDUM A --- Page 6  
Health Officer/Code Enforcement Accomplishment for  
Reappointment as Health Officer

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To: The Burlington Board of Health  
From: Bill Ward/Health Officer *Ward*  
Date: 4-9-13  
Subject: Code Enforcement/Health Officer accomplishments

I was appointed as the Director of Code Enforcement on January 25, 2010. The Code Enforcement Department has made wide-ranging improvements since 2010 under my Direction as the Health Officer. The Director of the department is responsible for four major components of enforcement. In addition to the Health Officer responsibilities, the remaining three enforcement areas include Minimum Housing, Zoning, and Vacant Building enforcement. As the Director and Health Officer I oversee each of these areas and find their departmental interrelation mutually beneficial as we make improvements each year. I would like to submit a few highlighted items for your consideration as you deliberate over my re-appointment and recommendation for another 3 year term as Health Officer.

- The number of minimum housing rental units inspected annually has increased by 50% since 2009. The total number of units inspected in 2009 was 1,535 units. The average number of rental units inspected between 2011 and 2012 was 3,100 units annually. The health impact of this accomplishment results in significantly improved living conditions for tenants occupying rental units that have met minimum housing standards.
- Neighborhood disorder has been reduced by active “street patrol” by inspectors proactively initiating complaints rather than waiting for citizens to make reports. The proactive complaints by our motivated staff jumped from 55 in 2010, to 274 in 2011 and, 477 in 2012. The result of this improvement is a reduction in the health hazards associated with roadside and neighborhood trash since the issues do not go under-reported and are resolved quickly by our staff.
- Staff morale is currently at a high level. For more than a decade, the department has struggled to maintain a consistent workforce and staff turnover was the norm. Now for the first time in the history of the department, the Code Enforcement staff has the same personnel for more than a 12 month Period. The result today is a highly motivated, productive and customer focused team of co-workers.
- Vacant Building Enforcement has dramatically improved in all aspects. The coordination of the billing, inspection and property owner compliance have all improved in the last three years. We have increased the budgeted vacant building revenues by approximately 50% over the last 3 years. We now have a more regulated and well documented record of vacant buildings in the city.

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- The department has had a poor record of tracking and closing zoning permits in a timely manner over the last 10 years. With over 7,000 permits designated as “permit indeterminate” I set a goal to try and reduce the unresolved permits by 20% in 2012. We inspected and closed over 1,000 of the expired zoning permits which were more than 14% of the backlog. The 2012 effort to close old permits was effectively double the workload average over previous years. The zoning enforcement staff worked diligently to accomplish the reduction in the backlog. The effort is continuing at a similar pace this year.
- The Board of Health has a newly invigorated pesticide ordinance education model that was highlighted by two significant events recently. We hosted a Winter Sprouts festival in 2012 which emphasized family fun activities and pesticide education as a major building block in the enforcement of Burlington’s Pesticide ordinance. The focus of the overall program, the Healthy Lawns, Health Lives project was selected for presentation at the National Association of Local Boards of Health conference in Atlanta, Georgia in August 2012. It was cited an excellent example of a collaborative effort to improve environmental and public health policy.
- As the Health Officer in Burlington, I was asked by the Vermont Department of Health and the Vermont League of Cities and Towns to present a workshop for other health officers in the state in 2012. My workshop was titled “Monitoring and Compliance with Vermont’s Rental Housing Health Code”. The seminars were conducted at three locations around the state and stressed the importance of the inspection of rental housing and the direct link from a healthy home to the health of the occupants of rental units.
- The one area that keeps the department operating efficiently is operating within the budget. For the first two fiscal years of my directorship the department has faced a year of a level funded budget and a year with a budget reduction of over 3% of general fund impact. We have met each of these budgets and the office has saved taxpayers \$196,000 during that time by producing more revenue than budgeted and having expenses remain under budgeted limits.

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