



**CITY OF BURLINGTON  
BOARD OF HEALTH**

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**BOARD OF HEALTH**

Austin Sumner, MD, MPH, Chair • David Casey, RN • Mary D. Hart, RN • Julie Hathaway, MD, PhD • Caroline Tassey, APRN

**HEALTH OFFICER**

William Ward

**HEALTH ADMINISTRATOR**

Linda Ayer

**MINUTES FOR REGULAR MEETING OF  
BURLINGTON BOARD OF HEALTH  
DEPARTMENT OF PUBLIC WORKS – CONFERENCE ROOM  
SUNDAY, FEBRUARY 9, 2014 10:30 AM**

Attending: *Austin Sumner, Chair, David Casey, Mary Hart, Julie Hathaway, Caroline Tassey, William Ward, Linda Ayer*

Public: None

Meeting called to order by Chair, Austin Sumner at 11:00 AM

ITEM	DISCUSSION	ACTION
1. Approval of Agenda and Minutes of Prior Meeting	No changes to Agenda; Amended minutes to include that BOH supports beekeeping practices.	Approved Agenda Approved Amended Minutes of January 9, 2014
2. Public Forum	No members of the public present	
3. Chair’s Report	Nothing to report	
4. Members’ Reports • Emergency Preparedness	Refer to <b>Addendum A</b> Strategic Plan Document	

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<ul style="list-style-type: none"> <li>•</li> <li>• Drug Awareness</li>   <li>• Urban Agriculture Task Force</li>   <li>• Food Safety</li> </ul>	<p>See Strategic Plan Document</p> <p>Urban Agriculture Ordinance to be wrapped up by May 1, 2014. (see details in attached Strategic Plan notes) <i>(revised timeline in March 13 BOH minutes)</i></p> <p>Caroline Tasse (See report summary <b>Addendum B</b>)</p> <ul style="list-style-type: none"> <li>• VT Food Task Force has not met since June 2013 and is still working on next steps.</li> <li>• Improvements in transportation with supermarket shuttles. All residents live within ¼ of mile of a supermarket or coop.</li> <li>• Food from CSAs has high participation. How can farmers deliver CSA?.</li> <li>• Caroline provided three research documents on the soil ramifications of Round Up on crops.</li> <li>• Mary Hart attended Farm Show and spoke to attendees one on one about the health impact of using Round Up products.</li> </ul>	<p><b>BOH</b> members to attend NPA meetings after the March elections :</p> <ul style="list-style-type: none"> <li>• Present BOH Strategic Plan for FY15</li> <li>• Identify health issue topics from each Ward.</li> </ul>
<p>5. Staff Reports</p> <ul style="list-style-type: none"> <li>• Code Enforcement Updates</li> </ul>	<p>Bill Ward: Code Enforcement Summary for 2013 <b>Addendum C:</b></p> <ul style="list-style-type: none"> <li>• Bill Ward will receive FIT testing w/ Fire Marshall</li> <li>• Bill Ward and Chair of BOH will then be tested for hazard protection.</li> <li>• An occupied shed was determined to be unfit for human habitation in January.</li> <li>• Police with State's Attorney has distributed letter to landlords to address</li> </ul>	

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<ul style="list-style-type: none"> <li>• HLHL</li> <li>• Web Updates/Front Porch Forum, PSA outlets</li> <li>• Other</li> </ul>	<p>rental housing and drug issues encouraging a “good neighbor” clause be inserted into their leases to also report “illegal activity”.</p> <p>Questions: Austin Sumner asked what VT Tenants &amp; Landlords Association recommendation is re: the clause in the lease?</p> <p>Summary Report of Healthy Lawns, Healthy Lives Coalition <b>See Addendum D</b></p> <p>No postings on FPF since October 2013. Two quarters @ \$522.00 each . Consider a column each edition of NAN instead of FPF.</p> <p>Board Appointments: Terms for Austin Sumner and David Casey expire in June.</p> <p>NALBOH Conference in August, Kentucky? Julie Hathaway, Mary Hart, and Austin Sumner to consider attending.</p> <p>Bill Ward has asked City Council for a 10% budget increase for BOH to \$5,500.00 FY15</p> <p>Austin Sumner reports that Jan Carney, MD, is the Director of PH certificate at UVM.</p>	<p><b>David Casey</b> will write 250-350 word article on Urban Agriculture for NAN April Issue</p> <p><b>BOH Annual Report is due June 12, 2014</b></p> <p><b>Board</b> will advertise for an intern.</p> <p><b>BOH members</b> will strive to keep meetings less than 2 hours.</p>
<p>6. Agenda Items/Next Meeting</p>	<p>Emerging Issues Topic Reports Vermont Department of Health - Prevention Programs Speaker – Edwin DeMott</p>	<p><b>Thursday, March 13, 2014 @ 5:30 PM at the DPW</b></p>
<p>7. Adjournment</p>	<p>12:10 PM</p>	

**ADDENDUM A: Strategic Planning Meeting February 9, 2014**

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Linda Ayer

**STRATEGIC PLANNING  
BURLINGTON BOARD OF HEALTH  
DEPARTMENT OF PUBLIC WORKS – CONFERENCE ROOM  
SUNDAY, FEBRUARY 9, 2014 9:00 AM – 11:00 AM**

Attending: *Austin Sumner, Chair, David Casey, Mary Hart, Julie Hathaway, Caroline Tassey, William Ward, Linda Ayer*

ITEM	DISCUSSION	ACTION
Review Focus Items	Emerging issues are taking up a lot of time. <ul style="list-style-type: none"> <li>• How can BOH effectively deal with the issues? Need to consider that a new city council will be elected in March.</li> <li>• Last year’s Strategic Plan was a two year plan. Continue with subcommittee chairs for the following:</li> </ul> Urban Ag	<b>Track</b> emerging issues topics

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	<ul style="list-style-type: none"> <li>○ Council directive</li> <li>○ BOH supports gardening and bee keeping</li> </ul> <p>Food Safety (plus Urban Ag updates for FY15)</p> <p>Drug Awareness</p> <ul style="list-style-type: none"> <li>○ Explored VDH Health Hub &amp; Spokes but BOH taking a different avenue to address issues.</li> <li>○ Involved over the past year with local Neighborhood Safety programs which address drugs, crime, and prevention through diverse community involvement.</li> <li>○ UVM sampling drugs going into lake. Investigate Hospice protocol for disposal of pharmaceuticals. <i>Burl. Health Partnership is lead on educating re: drug disposal.</i></li> <li>○ Licensing committee examines alcohol consumption: over consumption and under age consumption. Board member presence could have impact.</li> <li>○ David Casey: Burlington's #1 public health issue is binge drinking – buying alcohol -</li> </ul>	<p><b>Urban Ag group</b> to submit proposed language to City Council by <b>May 2014</b> and will include language for beekeeping.</p> <p><b>Julie Hathaway</b> to work on beekeeping language for Urban Ag group.</p> <p><i>A draft of ordinance to be submitted to BOH members by <u>April 1, 2014</u> for review for discussion by BOH at <u>April 10, 2014</u> meeting with a BOH vote for the <u>May 8, 2014</u> meeting.</i></p> <p><b>Caroline Tasse</b> will meet with Farmers' Market contact prior to outdoor market starting. She will continue as a representative on the Food Safety Task Force.</p> <p><b>Julie Hathaway</b> and <b>Mary Hart</b> to continue meeting with Neighborhood Safety Initiative</p> <p>BOH will continue to support:</p> <ul style="list-style-type: none"> <li>● Attendance at monthly Neighborhood Safety Initiative meetings</li> <li>● VT prescription drug monitoring</li> <li>● Drug take-back</li> <li>● Investigating drug disposal impact on lake environment in conjunction with UVM sampling.</li> <li>● <b>David Casey</b> will attend Licensing Committee meeting 2 times per year</li> <li>● <b>BOH</b> consideration of steps to address concerns re: alcohol as a public health issue.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Drug Awareness subcommittee BOH members will attend licensing meeting.</li> <li>○ Meet with police authority for info</li> <li>○ Consider a plan for the BOH involvement</li> <li>○ .Board member to request to be a “party to” the hearings (v. lobby).</li> <li>○ Instill public health into consideration in hearings</li> </ul> <p>Emergency Preparedness</p> <ul style="list-style-type: none"> <li>● HO will review and request BOH advice as needed (BOH not to review drafts and policies). However, BOH can review and comment as it relates to public health.</li> <li>● BOH members to participate in live command post. Bill will videotape and show command posts and channels of command.</li> <li>● <b>Can BOH provide input on plan in relation to public health impact without jeopardizing the “confidential” emergency plans?</b></li> </ul> <p>Environmental Health This is a new category and will address:</p> <ul style="list-style-type: none"> <li>● Lead Safety <ul style="list-style-type: none"> <li>○ Which children are affected?</li> <li>○ Is historic preservation taking precedent over public health?</li> <li>○ Continue to explore HIPPA info re: children and engage mayor’s office to support this</li> </ul> </li> </ul>	<p><b>Health Officer, Bill Ward</b>, with BOH input, will update and finalize protocols and policies within the Emergency Planning draft.</p> <p><b>BOH members</b> will receive training as participant/observer in the emergency process.</p> <p><b>Bill Ward</b> to communicate with the Fire Chief, Seth Lasker and City Attorney, Gene Bergman re: BOH input into plan.</p> <p><b>Julie Hathaway</b> to contact Community Providers re: Healthy Homes</p> <p><b>Invite</b> Mayor Weinberger to May BOH meeting to begin Lead Paint season along with Gene Bergman, Jeff Tanguay, Dr. Hagan, Wendy Davis</p>
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	<ul style="list-style-type: none"> <li>○ Solicit mayoral support to get this info out re: lead abatement.</li> <li>• Pesticide Use <ul style="list-style-type: none"> <li>○ Change behaviors of pesticide applicators</li> </ul> </li> <li>• Safe Homes</li> <li>• Schools <ul style="list-style-type: none"> <li>○ Working to close out all zoning permits</li> </ul> </li> </ul>	<p>BOH/Healthy Lawns, Healthy Homes Initiative to pursue re-certification credit seminar through UVM for pesticide applicators. Public Service Announcements to continue.</p> <p>Code Enforcement efforts to continue to maintain safe homes, specifically rental housing.</p> <p><b>Health Officer, Bill Ward and available BOH members</b> will conduct six (6) school inspections in FY15.</p>
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**ADDENDUM B: Food Safety Summary from the Center of Rural Studies at UVM 2014**

**Burlington Healthy Food Assessment Summary of Findings**

- Between 12.2% and 18.4% Burlington residents are food insecure. Causes of food insecurity include high cost of living, lack of jobs with livable wages, access to housing and transportation and, lack of time or knowledge to cook.
- Over 15% of Burlington residents participate in the Supplemental Nutrition Assistance Program (SNAP), 12% of women residents receive benefits through the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), 47.2% of school children are eligible for free lunches through the National School Lunch Program and the Chittenden Emergency Food Shelf serves about 12,000 individuals throughout the county annually.
- Out of the Burlington survey respondents who had received food assistance in the last 12 months, 23.5% had enough food but not always the kind they want to eat, 13.7% sometimes had not enough to eat and 3.9% often had not enough to eat. Not having enough money for food was the most often cited reason (53.8%), followed by the kind of food desired not available (23.1%) and difficulties to get to the store (10.3%).
- Thirty nine percent of Chittenden county residents consume 2+ fruits servings a day and 21% consume 3+ vegetable servings a day. Barriers to healthy eating include not knowing how to cook, not having an understanding of nutritional food and food access.
- Food expenditures represented about 10% of Americans’ income with meat, fruits and vegetables representing the biggest expense.

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- Forty six stores selling food were inventoried including 31 convenience, deli and gas/grocery stores, 13 retail bakeries, 12 specialty/ethnic stores, 4 farmers markets (including 2 operating year-round), 3 supermarkets (2 of which are located in South Burlington at the border of Burlington city limits) and one food coop. Almost \$9 million in SNAP benefits were redeemed in Burlington stores between July 2012 and June 2013.
- Seventy six percent of surveyed Burlington residents most often shop for groceries at supermarkets and 20.8% at the food coop. The main reasons for shopping at a supermarket include location (58.9%), price (42.1%) and quality (24.4%) while the main reasons for shopping at the food coop include quality (57.9%), location (38.6%) and price (5.3%).
- The supermarkets and food coops were found to have the highest availability of food products including fruits and vegetables, protein, dairy, bread and other grain products. The lowest availability of food products was in the gas station and in the ethnic/specialty store.
- It takes survey respondents an average of 9 minutes to get to the grocery store and transportation was always a problem for 1.1% of the respondents and occasionally a problem for 4.6% of the respondents. Reasons for transportation being a problem include no working car or bike, health reason and public transportation scheduling.
- Over 47% of Burlington residences are located within 0.5 to 1 mile of a supermarket or food coop and 33.8% are located within 1 to 5 miles.
- Fifty six institutions were inventoried in Burlington. Over 83% have a healthy food focus, 5.3% have many healthy options, 7.1% have some healthy options and 3.6% have no healthy food focus. The biggest institutions have made a commitment to serving healthy food, but also local, including the Burlington School District, Fletcher Allen Health Care and the University of Vermont.
- Alternative options to access fruits and vegetables include 4 farmers markets, including 2 year-round markets, 12 different community supported agriculture (CSA) programs, 32 community gardens and 11 school gardens. The city is currently working on policies around urban gardening and livestock. In the last 12 months, 18.5% of the survey respondents belonged to a CSA program, 66.7% shopped at a Farmers' Market and 50.9% gardened at home or in a community garden.

### **ADDENDUM C: Summary Report January 2014 Code Enforcement**

To: The Burlington Board of Health  
 From: Bill Ward/Health Officer  
 Date: 1-9-14  
 Subject: Code Enforcement update from the Health Officer for January 2014

#### **Operations**

#### **Inspections**

The total of Minimum Housing initial inspections for 2013 was 2,869 units. This places us at 96% of our annual goal of 3000 units. These inspections included a higher than average number of single unit inspection. Previous years focused on multi-unit properties so there were fewer of those larger units to be inspected this year. We anticipate 2014 to average more than 3,000 units. This will maintain a status of all properties being inspected every three years.

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### **Rental safety concerns**

- A College Street property in the downtown district had a 12 unit building deemed unfit for habitation due to a lack of sufficient heat in December. The tenants were voluntarily relocated to an area hotel by the landlord and a new steam boiler was installed by the property owner. The tenants are back in the property at this time.
- A S. Union Street property in the downtown district had one unit deemed unfit as of January 7, 2014 due to insufficient heat. The landlord was working on restoring the heating system as of the date of this report.

### **Key projects for January**

#### **Budget Preparation**

A preliminary departmental budget for FY 15 (July 1, 2014 to June 30, 2015) was prepared for the CAO's office in December 2013. The departmental request included a \$500 or 10% increase for the Board of Health expenses.

#### **Rental registration increase**

In June, 2013 the City Council approved our Departmental budget for FY14 which included a rental registration increase of \$25 per unit. The increase means rental registration will be \$100 for all rental units and \$75 for owner occupied duplexes.

#### **Landlord training**

The Code Enforcement office is offering a 60 to 90 minute training session for landlords/property managers on January 28, 2014 at 5:00 p.m. at 645 Pine Street. The main topic will be SeeClickFix with a general question and answer session about Code Enforcement topics to follow.

### **ADDENDUM D: Summary Report from Healthy Lawns, Healthy Lives Coalition**

**Monday, January 20, 2014 2:00 PM – 3:45 PM**

*Attending: Suzanne Glover CC Program Director, Elliot Schneider, CC Designer, Tim Banks, Mandy Boyers, David Casey, Julie Hathaway, Jay Vos, Bill Ward, Linda Ayer*

Reviewed Champlain College Student Branding Ideas :

Suzanne Glover and Elliot Schneider explained that the approach to establishing a brand will give visual authority to the HLHL "initiative" which is separate from the BOH mission. Elliot and Suzanne fielded questions about the process, reasoning behind different choices of design colors and symbolic representations of several versions of branding design that were submitted for review by the Coalition.

HLHL coalition members will identify the **5 key ideas** that HLHL wants to communicate with the design. *i.e. growth, home, health, etc.* Elliot will revise branding designs with HLHL input and will work on re-designing the North Avenue News advertisement that will be published in color for the May issue

Next HLHL meeting will include final decisions on design, a review of NAN advertisement and suggestions for design of tri-fold brochure. CC to continue working with HLHL on web design and marketing projects.

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HLHL - Education Outreach Table Displays at community events:  
Green Works, UVM – Thursday, February 13, 2014; 8:00 – 5PM  
Farmers’ Market - Seasonal  
Market to New Home Owners through realtors and Water/Electric Department to be explored.

FY15 Goals for HLHL

Identify what it is that our current participants want and need.  
Conduct a Survey Monkey with current Lawn Lab partners to find out future direction.  
Work with UVM Extension – Pesticide Applicators Recertification with Ann Hazelrigg at UVM Extension and Bill Ward, Health Officer

APPROVED

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