



**CITY OF BURLINGTON
BOARD OF HEALTH**

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BOARD OF HEALTH

David Casey, RN, Chair; Mary D. Hart, RN; Julie Hathaway, MD, PhD; Taylor Newton; Caroline Tassey, APRN

HEALTH OFFICER

William Ward, Director of Code Enforcement

The mission of the BOH is to educate the citizens of Burlington and to promote, improve and protect their health and well-being while contributing toward building a healthy community and environment in which to live.

**AMENDED AGENDA FOR REGULAR MEETING OF
BURLINGTON BOARD OF HEALTH**

Robert Miller Center, 130 Gosse Court

Thursday, 11 April 2019 at 6:30 PM

1. Approvals
 - Agenda & March meeting minutes
2. Public Forum / Emerging Issues
3. Re-appointment of Bill Ward as Town Health Officer
4. Update on marijuana legalization info card
 - Review of card proof from printer
5. Chair's report
 - Next School Safety Review: Hunt Middle School – 29 April 2019, 3:00-5:00 PM
6. Discussion on FY19 Budget
7. Public outreach/communications
 - Language for FPF update
8. Next Meeting – currently set as 9 May 2019
9. Adjournment

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**CODE ENFORCEMENT OFFICE**

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To: Burlington Board of Health
From: Bill Ward/Town Health Officer
Date: April 9, 2019
Subject: Town Health Officer reappointment

Requested Board Action:

Vote to support the appointment of Director William Ward as Town Health Officer.

Background of Town Health Officer process

Vermont Town Health Officers and Deputy Health Officers are appointed by the Vermont Commissioner of Health for a 3-year term. The appointment process for a Town Health officer requires the signature of approval from the Chair of the Town Select Board or City Council President in Burlington's case. The appointment process of Deputy Health officers requires the signature of approval from the Chair of the Local Board of Health. Burlington is currently served by the Code Enforcement staff that is appointed to the following positions:

- William Ward – Town Health Officer
- *Patricia Wehman- Deputy Health Officer
- *Timothy Ahonen- Deputy Health Officer
- *Sybil Thomas – Deputy Health Officer
- *Ted Miles – Deputy Health Officer
- *Ita Meno – Deputy Health Officer
- * Matthew Perry – Deputy Health Officer
- * Kim Ianelli – Deputy Health Officer
- * Steve Cormier – Deputy Health Officer

Relevant Vermont statute

Title 18 Chapter 11 Section 601 - Local health officials

(a) The commissioner shall appoint, upon recommendation of the selectmen, a local health officer for each town or city and the commissioner shall give such officer a certificate of appointment. The commissioner may appoint one or more deputy local health officers for a town or city upon written request of the local board of health. In case the selectmen neglect or refuse to recommend to the commissioner a local health officer, the commissioner after thirty days' notice in writing to the selectmen shall appoint a local health officer.

William Ward

I have served as Burlington's Town Health Officer for three terms or a total of 9 years. My primary goal in this role has been to maintain safe and healthy rental housing conditions in Burlington. I am one of 7 trained housing inspectors in the department. During my time as the Director/Health Officer we have implemented numerous strategies to improve efficiency in our processes and inspected every rental unit in the city. Highlights of the progress made during my term includes implementation of a 1-5-year certification system for housing units based on compliance level, inspectors have been issued tablets for inspection data to be entered in real time, our joint noise reduction strategies resulted in a greater than 50 percent reduction repeat call volume and we initiated a web based complaint reporting system in 2012 called SeeClickFix that collected over 4,000 requests for service in the last year.



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BOARD OF HEALTH

David Casey, RN (Chair); Mary D. Hart, RN; Julie Hathaway, MD, PhD; Taylor Newton; Caroline Tassey, APRN

HEALTH OFFICER

William Ward, Director of Code Enforcement

**MINUTES FOR REGULAR MEETING OF
BURLINGTON BOARD OF HEALTH**

Robert Miller Center, 130 Gosse Ct

THURSDAY 11 APRIL 2019 AT 6:30 PM

Attending: *David Casey; Mary Hart; Julie Hathaway; Taylor Newton; Caroline Tassey; William Ward; Steve Cormier, Board of Health Staff*

Absent: *N/A*

Meeting called to order by Chair Casey at 6:34 PM

ITEM	DISCUSSION	ACTION
1. Approvals: a) Amended Agenda b) March meeting minutes		Ms. Tassey made motion to accept amended agenda. Mrs. Hart seconded. All in favor. Ms. Tassey noted edit to change “Mr. Newton” to Mrs. Hart” seconding second motion under Agenda Item 7 and Dr.

		Hathaway noted edit to change “\$1,250.00” to “\$1,200.00” on North Ave News budget item under Agenda Item 7. Ms. Tassey made motion to accept minutes as amended. Mrs. Hart seconded. All in favor.
2. Public Forum / Emerging Issues	<i>No members of public present.</i> Director Ward commented on previous meetings pesticide application discussion, introducing concept <i>City of Burlington – Pesticide/Herbicide Use Application</i> to the record. City Attorney Nicholas Lopez commented on draft application in relation to pesticide ordinance requirements with Chair Casey, Mrs. Hart, Mr. Newton, Ms. Tassey, and Director Ward asking questions. Attorney Lopez commented on Board’s enforcement mechanisms under the proposed new application structure’s reporting process with the entire Board and Director Ward asking questions.	
3. Re-appointment of Bill Ward as Town Health Officer	Director Ward commented on the process of nominating the Town Health Officer and on his 09 years in that role, introducing <i>Town Health Officer Appointment – William Ward</i>	Mrs. Hart made motion to approve William Ward’s appointment as Town Health Officer. Dr. Hathaway seconded.

	memo to the record.	Chair Casey discussed Director Ward's continuing commitment to the City of Burlington as Town Health Officer, noting the Board's appreciation. All in favor.
4. Update on marijuana legalization info card Review of card proof from printer	Dr. Hathaway commented on draft proof of card. Attorney Lopez commented on a suggested text change on page 01 to: "With marijuana use legal in the State of Vermont, the City of Burlington Board of Health has assembled this quick reference guide identifying some important features relating to marijuana. This guide has been developed solely for informational purposes only." Attorney Lopez commented on a suggested text change on page 03, paragraph 03, to: "Vermont laws on use and possession only apply to the state and do not apply when crossing state lines or international borders." Chair Casey, Dr. Hathaway, and Ms. Tassey commented on suggested text changes. Chair Casey, Dr. Hathaway, and Attorney Lopez commented on printing contract for the card.	

	Mr. Newton commented on potential legislation pending in the General Assembly in relation to the card's language. The Board, Attorney Lopez, and Director Ward commented on potential distribution location for the cards.	
5. Chair's report Next School Safety Review: Hunt Middle School – 29 April 2019, 3:00-5:00 PM	Chair Casey commented on the scheduled 29 April safety review at Hunt Middle School with Mrs. Hart and Mr. Newton commenting.	
6. Discussion of FY 19 Budget	The Board commented on the encumbered amount for printing of the Marijuana Info cards, agreeing to print 1,000 cards for \$930.00. Ms. Tassey commented on additional opportunities with which to apply Board funds toward, including using budget funds to assist in providing more restroom access to the public with the Board and Director Ward commenting. The Board commented on the use of Cumberland Farms gift cards for the Safe Recovery Program. Board members agreed that a similar program last year was successful. Last year the Safe Recovery Program used the gift cards as incentives for the disadvantaged who participated in health	Dr. Hathaway made motion to allocate \$500.00 for Safe Recovery for \$20.00 Cumberland Farms gift cards as requested by Safe Recovery. Mr. Newton seconded. All in favor.

	screening/vaccinations.	
7. Public outreach/communications • Language for FPF update	<i>Public outreach/communications was not discussed.</i>	
8. Next Meeting – currently set as 9 April 2019		
9. Adjournment		Mr. Newton made motion to adjourn. Ms. Tassey seconded. All in favor.

Meeting adjourned at 8:19 PM