Board of Health
Meeting Minutes
October 16, 1990

Present: James O'Brien, Ellen Foberg, George Riggan
Melissa Quinn

The meeting was called to order at 8:14 P.M.

Susan Vadeboncoeur, James Pruitt and Robert Gallaghar (Finance Committee) were also present for a discussion of the purchase of a programmable card reader for the Refuse Garden. It was explained that the costs for the purchase and installation would run close to $10,000. The Board expressed willingness to take this from the current Refuse Garden account, providing they have the full endorsement of the Finance Committee. The Finance Committee assured the Board that they would support such an expenditure, and if the Refuse Garden account ran low in the spring they would take this expenditure into consideration if a Reserve Fund Transfer was needed.

It was the consensus that the Board of Health would continue to administer both nursing positions (school and town) until the end of the current fiscal year, at which time the School Committee has expressed the intention of adding a line item to their budget for a school nurse. Mr. O'Brien called Margaret Rice (School Committee Chairman) and she assured him that the advertisement for the position would be worded so that it was clear that the Board of Health is the employer.

The Board received a letter from the Department of Environmental Protection confirming their approval of temporary storage of bituminous concrete at the site of the former stump dump. (see attached)

New radon-in-air test kits were received from NITON Corporation, as well as posters and sample press releases. An article with pertinent information will be placed in the November Goal Post.

It was voted to approve the attached job description for the position of town nurse. An advertisement for a part time town nurse was composed for inclusion in the Greenfield Recorder beginning Saturday, October 20. The deadline for applications is Monday, October 30.

The meeting adjourned at 10:20 P.M.

Respectfully submitted,
Melissa S. Quinn, Clerk

Approved:

James E. O'Brien

James E. O'Brien, Chairman

Ellen L. Foberg

Ellen L. Foberg

George A. Riggan

George A. Riggan

TOWN OF ROWE
JOB DESCRIPTION

TITLE: TOWN NURSE

QUALIFICATIONS:

1. CERTIFIED AS A REGISTERED NURSE IN THE COMMONWEALTH OF MASSACHUSETTS
2. CERTIFIED IN C.P.R. AND KNOWLEDGE OF FIRST AID

REPORTS TO:

1. BOARD OF HEALTH FOR ADMINISTRATIVE GUIDELINES, CLINICS, REGULATIONS AND COMMUNICABLE DISEASE REPORTS
2. ATTENDING PHYSICIANS FOR CLINICAL GUIDELINES

PERFORMANCE RESPONSIBILITIES:

1. ACT AS A RESOURCE PERSON AND CONSULTANT IN HEALTH EDUCATION MATTERS TO THE BOARD OF HEALTH AND THE COMMUNITY AT LARGE
2. WORK WITH A VARIETY OF PROGRAMS IN THE INTEREST OF PREVENTATIVE HEALTH MAINTENANCE AND SAFETY EDUCATION
3. SUBMIT BUDGET REQUESTS FOR HEALTH CARE NEEDS
4. TAKE ALL NECESSARY STEPS TO CARE FOR EQUIPMENT, MATERIALS AND FACILITIES
5. ATTEND AND PARTICIPATE IN MEETINGS OF THE BOARD OF HEALTH WHEN INVITED
6. WORK TO ESTABLISH AND OPEN LINES OF COMMUNICATION BETWEEN THE CITIZENS AND THE BOARD OF HEALTH
7. COOPERATE WITH THE LOCAL BOARD OF HEALTH TO CONDUCT CLINICS AND PERFORM THE FOLLOWING SERVICES:
   - A. HEARING AND VISION SCREENINGS OFFERED TO ALL RESIDENTS
   - B. BLOOD PRESSURE SCREENING AND HEALTH INFORMATION
   - C. FREE ANNUAL FLU VACCINE CLINIC
8. NOTIFY PRIVATE PHYSICIAN OF ANY HEALTH PROBLEM REQUIRING ATTENTION
9. SERVE AS A VISITING NURSE FOR HEALTH RELATED PROBLEMS

10. MAINTAIN CONFIDENTIAL MEDICAL FILES ON COMPUTER, LISTING PERTINENT INFORMATION FOR INDIVIDUALS IN THE COMMUNITY ONLY TO BE DISSEMINATED TO AUTHORIZED PERSONS WHEN REQUIRED BY LAW

11. PREPARE AND DISSEMINATE STATISTICAL INFORMATION AS NECESSARY

12. PROVIDE ON-SITE NURSING COVERAGE DURING EMERGENCIES

13. MAINTAIN PROFESSIONAL GROWTH AND C.P.R. CERTIFICATION

14. COLLECT STATISTICS AND COOPERATE WITH SPECIAL RESEARCH PROJECTS CONDUCTED BY THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH AND CENTERS FOR DISEASE CONTROL

HOURS:

A. TWENTY (20) PER WEEK; EIGHT (8) POSTED TOWN HALL HOURS AND TWELVE (12) HOURS OF ADMINISTRATIVE WORK OR FIELD WORK

B. MAY INVOLVE EVENING HOURS ONCE A WEEK

The Commonwealth of Massachusetts
Executive Office of Environmental Affairs
Department of Environmental Quality Engineering
Western Region
436 Dwight Street, Springfield, Mass. 01103
413-784-1100

DANIEL S. GREENBAUM
Commissioner

JOHN J. HIGGINS
Regional Director

October 12, 1990

Board of Health
Town Hall
Rowe, MA 01367

Attn: James E. O'Brien, Chairman

Re: ROWE-DSWM
Temporary Storage
of Bituminous Concrete

Gentlemen:

The Department of Environmental Protection is in receipt of your request dated September 10, 1990 to temporarily store excavated bituminous concrete at the Town of Rowe's former stump dump located off Zoar Road. The excavated bituminous concrete will be generated by a road reconstruction project and will be temporarily stored until such time as new bituminous concrete is delivered for the project.

The Department hereby approves of the temporary storage of the bituminous concrete at the above mentioned location with the condition that it be removed for disposal or recycling when new bituminous concrete is delivered to the project.

If you have any questions relative to this matter please contact the solid waste section in this regional office.

Very truly yours,

David E. Howland
Environmental Engineer
Bureau of Waste Prevention

DEH/ED/ers
cc: Warner Bros, Inc.
Sunderland, MA 01376

AB EF GR

1/16/90