Town of Rowe – FY2007
Board of Health
Minutes – January 30, 2007

Call to order: The meeting was called to order at 9:02 AM

Present: Dick Alix, Ann Foshay, Danette Reynolds-Gallaghar

Audience: Kris Swenson

OLD BUSINESS
Minutes: Minutes of the January 23, 2007 meeting were approved and signed as submitted.

NEW BUSINESS
Percolation Tests: Heide Feldman has requested a percolation test in March 2007 for the property on Newell Cross Rd (Map 1 Lot 58). Danette Reynolds will contact her.

Health Agent Lisa Danek Burke: Ann Foshay and Danette Reynolds met with Lisa Danek Burke on Friday, January 26, 2007 at the BOH office to go over several septic system plans and discuss inspections and other BOH business. Lisa will do the following:

Draft a letter to Thomas Leue of Homestead Inc designing engineer for the soil absorption system for **Mike Posever, 332 Zoar Rd (Map 1 Lot 49)** requesting corrections/changes to the system plan. .

Contact **Paul McClatchy, 17 Newell Cross Rd (Map 1 Lot 11)** and **Brian Donelson, 43 Potter Rd (Map11 Lot 89)** about the status of their approved Application for Disposal System Construction Permits and to request a timetable for the installation of their systems.

Contact **Thomas Houghtaling, 14 off Tunnel Rd (Map 9 Lot 19)** and Guntlow & Associates about a Title 5 inspection conducted at the property in December 2006. The BOH was not informed that an inspection was scheduled.

Contact **Maple House B&B, 51 Middletown Hill Rd (Map 2 Lot 12)** and arrange a time to do the food/housing inspection for their 2007 Bed & Breakfast Establishment permit. Lisa will also discuss the caterer's permit that owner Becky Bradley is applying for. Ann Foshay will also attend the inspection.

Lisa recommended that the Board send a letter to all **septic pumper/haulers** currently licensed in Rowe requesting they use the Commonwealth of Massachusetts System Pumping Record Form 4 (available on the internet) for their reports to Rowe and that the forms be submitted within 14 days of pumping a system. Danette Reynolds will draft a letter for the Board's approval.

Loomis, Hazelton Rd (Map 4 Lot 3): The Board will send a letter to Ruth Loomis reminding her that, as stated on her septic plan, she needs to apply to the Conservation Commission for a Determination of Applicability or Notice of Intent and receive their approval to build before the BOH can review or approve her septic system plan for the property (see attached letter).

Daneker, Potter Rd (Map 12 Lot 78): It appears that there is an outhouse on the Daneker property. Danette Reynolds and Health Agent Lisa Danek Burke will inspect the property and if an outhouse if found, inform the property owner that it must be removed.

Transfer Station: Jim Lively, interim Transfer Station Attendant asked the BOH if his son Andy could work in Jim's place if he had to plow for the town. Jim was concerned that if he was called to plow he might not be able to

get Ted Palmer to fill in on such short notice. Andy is 18 years old and has already worked for the town on the Grasshopper crew. The BOH approved Jim's request.

Ann Foshay reported that she contacted the "Keep Books Out of the Trash" organization and that the bins supplied to collect books are 6 ft x 6 ft, too large for the Transfer Station. The closest bins are in Conway, Whately or Keene, NH Danette Reynolds will contact Jan Ameen of the Franklin County Solid Waste Management District and the Charlemont and Health Boards of Health to see if there is any interest in siting a bin in this area.

Septic Tank Pumping: The following pumping reports were received:

Name/Location	*Date*	*# of Gal*	*Condition*	*Pumper/hauler*
Brian Donelson Potter Rd (M11 L89)	12-21-06	1500	Not determined	Greg's Wastewater

Yankee Atomic Electric Company, 49 Yankee Rd (Map 12 Lot 4): A report was received from well driller Harold Jenson that the pump was removed from the well that serviced the demolished Yankee Visitor's Center.

Expenditures: In order to have a uniform reporting system, the BOH will request that the Transfer Station Attendant, Dick Tower, and the Town Nurse Practitioner, Ruth Loomis submit all orders and anticipated expenditures to the BOH for their approval prior to any purchase. It will also be requested that the bi-weekly time sheets be submitted to the BOH for their review (see attached memo).

Notification of Compensated Absences: At the January 23, 2007 meeting Town Nurse Practitioner Ruth Loomis requested a policy for requesting time off. The BOH will request 2 weeks notice for vacation time with approval given at a Board meeting, 2 weeks notice for personal time with approval by at least 2 BOH members and notification to the BOH Chairman or the Town Office when reporting sick (see attached memo).

Compensated Absences Report: On May 1, 2006 Town Accountant Ellen Babcock sent a memo to all town employees receiving compensated absences submit a Compensated Absences Report to her bi-weekly (copy of memo attached). Town Nurse Practitioner Ruth Loomis has submitted reports for the period 9/06/05 through 11/09/06. The Board will request that Ruth give Ellen the reports for the period 11/10/06 through 1/30/07 and then on a bi-weekly basis thereafter.

Next Meeting: The next meeting will be Tuesday, February 6, 2007 at 9:00 AM.

Adjournment: Meeting adjourned at 10:17 AM.

Respectfully submitted,
Danette Reynolds-Gallaghar

Approved:

Richard Alix, Chairman

Angela Foshay

Angela Foshay

Danette Reynolds-Gallaghar

Danette Reynolds-Gallaghar

Town of Rowe

FRANKLIN COUNTY
MASSACHUSETTS
01367

Settled as Myrifield 1763 ▪ Incorporated as Rowe 1785

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Office of BOARD OF Health

MEMO

To: Dick Tower, Transfer Station Attendent
Ruth Loomis, Town Nurse Practitioner

From: Board of Health

Date: January 30, 2007

Subject: Expenditures

In order to have a uniform reporting system, the Board of Health is requesting that all orders and anticipated expenditures be submitted to the Board for approval prior to purchasing.

Also, please submit the biweekly time sheets to the Board for their review and approval.

Thank you

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Office of BOARD OF Health

MEMO

To: Ruth Loomis, Town Nurse Practitioner

From: Board of Health

Date: January 30, 2007

Subject: Notification of vacation, personal and sick leave

In order to establish uniform procedures, the Board requests that they be notified of the above compensated absences in the following manner:

Vacation: Requests for vacation time are to be in writing and turned in to the Board of Health for approval 2 weeks before the time is to be taken. The request will be approved at a Board meeting.

Personal: Requests for personal time are to be in writing and turned in to the Board of Health for approval 2 weeks before the time is to be taken. The request will be approved by at least 2 members of the Board.

Sick: In the event of illness, the employee is required to call the Town Office or Chairman of the Board of Health.

Please note that the requirements listed in the FY 2003 Wage and Benefits Package pertaining to compensated absences are still in effect.

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Office of BOARD OF Health

MEMO

To: Ruth Loomis, Town Nurse Practitioner

From: Board of Health

Date: January 30, 2007

Subject: Compensated Absences Report

On May 1, 2006 the Town Accountant, Ellen Babcock, requested that Town Employees receiving compensated absences submit a Compensated Absences Report to her bi-weekly (copy of memo attached). On 12/04/06 you submitted reports for the period 9/06/05 through 11/09/07, but none have been received since then. Please give Ellen reports for compensated absences taken from 11/10/06 through 1/30/07 and on a bi-weekly basis thereafter (i.e. payroll period).

Thank you.

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TOWN ACCOUNTANT

To: _____

From: Ellen Babcock

Date: May 1, 2006

Subject: Compensated Absences

Please provide me, by May 15, 2006, a listing time off you've had for the following…

Type	***Period***
Vacation	July 1, 2005 to Present
Sick	Earliest record available (going back to your start date preferably) to Present
Personal	July 1, 2005 to Present
Bereavement	July 1, 2005 to Present

I will be updating the Payroll system with this historical information.

Also, effective immediately please provide this information on a bi-weekly basis using the attached form so that the system can be kept current. In an upcoming update to our payroll system, this information will show on your paystub, which will be a nice feature.

Thanks for your help. Please advise if you have any questions.

Att.

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Office of BOARD OF Health

January 30, 2007

Ruth Loomis
146 Ford Hill Rd
Rowe, MA 01367

Dear Ruth:

The Board of Health is in receipt of a revised septic system plan dated 10-04-06 from engineer Peter Franz for your property on Hazelton Rd (Map 4 Lot 3). On the plan Mr Franz indicated that you would need to apply to the Conservation Commission (ConCom) for a Determination of Applicability or Notice of Intent. As of January 29, 2007 we are not aware of an application to the ConCom for a review of your plan

Please be advised that the Board of Health cannot review and approve the septic system plan and issue a Disposal System Construction permit until the Conservation Commission approves building on your lot.

Please feel free to contact the Board of Health if you have any questions.

Sincerely,

Rowe Board of Health