

**Town of Rowe FY2016
Board of Health
Meeting Minutes for May 13th, 2016**

Present: **Board Members:** David Cousineau, Chair, Joann Brown and Jennifer Morse.
Marcella Stafford Gore, Clerk

Call to Order 4:00PM.

Appointment (s): Sheila Litchfield in to discuss overtime accumulation:

David stated that there is not supposed to be any overtime and that the 73 hours accumulated so far this fiscal year is excessive. Ms. Litchfield explained that this year was different than most in that there were several lengthy trainings. Overtime was also accumulated by residents calling her at home on her days off (very few instances where she needed to come to Rowe) and clients who come late in the day. After a client leaves the office she must chronicle the visit in her log and this takes time. Ms. Litchfield understands the board's concerns and will do her best to keep overtime at a minimum.

The board instructed Ms. Litchfield to use any overtime hours as soon as possible, not to let overtime accumulate. Ms. Litchfield agreed.

House Calls:

David feels that the nurse services have expanded too much and that they should be reined in. He feels the duties should be more defined and asked if house calls were a part of the original job description. Ms. Litchfield was not sure but stated that Rowe has several shut-ins, that the town is providing a vital service. As stated regularly in her monthly reports, a large percentage of residents who utilize health services are elderly.

Because residents were complaining that she was out of the office frequently, last month the board asked Sheila to conduct house calls during a specific block of time during the day. She could post the time she would be gone so residents would know she was not in the office during that specific time. Ms. Litchfield has since implemented this and it has worked well.

Mileage:

The board needed to transfer money into the Health Service Operation account to cover Ms. Litchfield's mileage reimbursement (and other expenses) for this fiscal year. Ms. Litchfield explained that she requests mileage reimbursement for house calls, trainings/conferences and if she needs to come in on her days off due to an emergency (this happens rarely).

Ms. Litchfield factors in mileage cost when she prepares her budget. This is the second year she has needed a transfer of funds, she will need to increase her budget for FY18.

GENERAL BUSINESS

Minutes

April 29th, 2016 minutes approved and signed.

Payroll/Invoices:

Invoices and payroll #23 approved and signed.

Finance

Balance reports reviewed. No action necessary.

TRANSFER STATION

Attendants Logs

David read aloud the logs; no action necessary.

Gate Repair

Marcella was instructed to contact Fitzgerald Fence to see if they are on schedule to complete the work by 6/30/16.

FCSWMD

2016 DEP Small Scale Grant

The items chosen for purchase from this grant have been delivered. Ms. Boudreau signed the reimbursement request

HEALTH SERVICES

Monthly Report

Portions of the report were read aloud. Ninety nine (99) encounters for April.

Time Off

Ms. Litchfield will try to use up her vacation time before the end of June. She will be taking off the week of 16th. She will coordinate with Ms. Boudreau to administer a ROBO call to alert residents that the office will be closed every Friday in May and June..

Gracy House Shed

The board received an email from Admin Assistant, Janice Boudreau regarding the need for cleaning and organizing the shed. The shed houses medical equipment such as walkers, crutches, wheelchairs etc. Ms. Litchfield and a few volunteers will accomplish this task as soon as possible.

Zika Virus/Ticks

During her meeting with the board Ms. Litchfield spoke about a DPH conference call that explained the problems for travelers contacting the virus. The mosquitoes carrying the virus do not live here.

Joann mentioned that ticks are a much larger problem. The board asked Ms. Litchfield to publish an article in the Goal Post encouraging residents to be vigilant about ticks which are rumored to be abundant this year.

FRCOG Cooperative Health Services

Ms. Litchfield once again encouraged the board to join the FRCOG CHP stating that the tick testing program would be beneficial to the town. The board discussed services and program fees. They decided to ask Phoebe Walker Director of Community Services to come and speak with them. They will let Marcella know when to set up a meeting.

PUBLIC WATER SYSTEM

Bacteriological reports for samples collected from Town Hall, Pelham Lake and Avery Fountain on 4/4/16, show all results are absent of contaminants.

TITLE V

Schedule

Joann will meet with Bostley Sanitary Service for a Title V at 58 Pond Rd on 5/17/16 at 9: AM

Yankee Septic Repair

The Rowe Conservation Commission observed the work at Yankee Rowe and asked why they were not informed. It was explained that because this is a repair, there was no need to alert the Con Com.

NEW BUSINESS

1-David signed the *Personnel Policy Acknowledgement Receipt* stating Marcella has received the new policy booklet.

3-Pan Am Railways: As part of their *Vegetation Management Plan*, a post emergent herbicide application program will commence on or after May 1st, 2016 and conclude in August 2016.

3-David announced he will not be accepting a seat on the board should he be voted in at the Annual Town Election on 5/14/16. He cited his busy schedule as the reason for his resignation. This was his last meeting.

Meeting Closed 4:51PM

Next meeting: Undecided

Joann Brown

Jennifer Morse

Approved: