

Town of Rowe FY2016

**Board of Health
Meeting Minutes for October 6th, 2016**

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

Call to Order 6:01PM.

Appointment (s) Kris Swenson (no show)

GENERAL BUSINESS

Minutes

Previous meeting minutes not available for approval.

TRANSFER STATION

Attendants Logs

David read aloud the logs; no action needed. Attendant Jim Lively attended Hazardous Waste Collection Day.

Slope Repair

- David explained the BOH must request an emergency waiver of the bidding requirements (MGLs Chap 149 Section 44(4) and the advertising requirements (MGL 149 Section 44(6) from the **D**ivision of **C**apital **A**sset **M**anagement and **M**aintenance in order to expedite the project. David read aloud the request letter Marcella prepared and the board approved and signed the letter.
- The board solicited two contractors for bids; Danek Excavating and Barkus Excavating. Barkus declined bidding due to time constraints. The board opened the bid from Danek Excavating, \$48,200.00. David spoke to Mr. Danek who is aware of the MGLs that will apply in this project. No vote to accept this bid was taken.
- The board reviewed the detailed invoice from Trinity engineering which included \$300.00 for required permitting, \$5,500.00.
- The board discussed how the project will be paid for; the town will need to hold a special town meeting as soon as possible and the board agrees that expenses thus far should be included in the warrant article amount.
- The board received a letter from the Division of Fisheries and Wildlife determining that the project will not result in a “prohibited Take” of state listed rare species.
- Marcella was instructed to update the Rowe Conservation Commission.

FCSWMD

The event containers and transfer station signs are available for pick up. David will try to get to Greenfield next week.

HEALTH SERVICES

Monthly Report

Dave read aloud portions of the report for September; 114 encounters total.

Duties Memo

Town Nurse, Sheila Litchfield, sent a memo that read in part:

Please let me know which I will no longer need to do because those responsibilities will be addressed by Glen, Lisa or a member of the BOH or just no longer something you want to participate in.

- MAVEN (Massachusetts Viral Epidemiologic Network) - infrequent notifications received given our small population, but this is the system by which you would be informed of a reportable disease lab positive test or other reportable disease found in a resident that requires BOH follow-up.

- HHAN (Health and Human Services Alert Network) recall notices, epidemic, influenza and other communicable disease and other DPH notices; all require confirmation of receipt and several are received each week.
- MIIS (Massachusetts Immunization Information System) – I recommend this one remain with the Town Nurse as this is how we order vaccine and report immunizations. I use this online system regularly.
- EDS (Emergency Dispensing Site) – this is supposed to be a collaboration among the BOH 's from Rowe, Heath, Monroe, Charlemont and Hawley. A clinic and drill is scheduled for Oct 29.
- HMCC (Health and Medical Coordinating Coalition) I send you several memos's on this; these is a coalition meeting Friday Oct 21 from 9 to 1.
- WebEOC (see previous memo on this subject).

After some discussion the board decided that the nurse duties should include: MAVEN HHAN and MIIS responsibilities. Maggie will meet with Ms. Litchfield to discuss HMCC. FRCOG Health Agent, Glen Ayers will respond to WebEOC online alerts with Ms. Litchfield as alternate.

Maggie spoke to Ms. Litchfield addressing the board and resident concerns regarding time out of the office. She explained that house calls should be kept to a minimum (emergencies, patient bedridden or just out of the hospital); she asked that Ms. Litchfield limit her services to working days (i.e. not accepting calls or conducting a home visit on her days off). Maggie made clear that the town and the BOH are beyond satisfied with her work performance and that the BOH is charged with creating a health service office that works for all Rowe citizens. The board also discussed how much and which trainings for the nurse the town should be responsible for and how presentations on health information for the elderly could be beneficial.

Marcella was instructed to let Ms. Litchfield know her appointment to meet with the board on 10/13/16 has been postponed.

Ms Litchfield and CHPS Nurse, Lisa White RN will conduct a flu clinic at the Gracie House on 10/28/16.

Maple House

The board reviewed the report on the kitchen inspection conducted on 8/2/16; no violations noted.

ROWE Camp & CC

Boil Water Order

The board received a copy of that the DEP certification and notice that the Boil Water has been terminated.

Meeting Closed: 7:44pm

Next meeting 10/13/16

David Cousineau, Chair

Joann Brown

Maggie Rice

Approved: 10/13/16