

Town of Rowe FY2017

**Board of Health
Meeting Minutes for November 16th, 2016**

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

Call to Order 5:30 PM

Appointment (s) none

GENERAL BUSINESS

Minutes for November 3rd approved and signed.

Invoices for Warrant #11 reviewed and approved.

TRANSFER STATION

Attendant Logs

Logs were read aloud by David; logs accepted.

Drainage Project

The work is substantially complete (95%). David will meet with John Dupras, Larry Hanson and Tom Danek tomorrow to inspect and discuss any outstanding items.

Because the permit was not delayed, there will be no cost overruns.

No formal "*Close of Project*" paperwork or forms are required by the state. A brief completion report will be submitted to the board and state agencies by Mr. Dupras.

Planters: David purchased fifteen (15) whiskey barrels planters and soil to fill the planters for a total cost of \$560.00. The planters will be set up by David.

Shrubbery: As per the Danek Excavating proposal, shrubs are to be planted at the project site. Mr. Danek would like to wait until spring 2017 to accomplish this task. After some discussion the board agreed to withhold \$10,000.00 from the total payment until the entire project is completed to their satisfaction. David will speak to Mr. Danek.

Stream Sampling

Condition nine (9) of the Sept. 28, 2016 Solid Waste permit has requirements for two stream samples once every two calendar years. Marcella contacted ATC Group Services (Agawam) for a quote. Testing must be performed by 12/31/16 and results submitted to the MA DEP no later than 2/15/17.

Compactor

Tom Maguire sent an email today requesting the new compactor be installed on 11/18/16. Because of the short notice, upcoming holiday and fact that the old compactor will first have to be removed by the town, the board determined that the compactor installation will have to wait. David will contact Mr. Maguire to work out a time schedule.

Vehicle Stickers

The 2017 stickers will be distributed at the transfer station and the BOH office. Marcella will request a residents list from the Town Clerk. Marcella will mail stickers to non-residents with a "*classified home*".

HEALTH SERVICES

Vacation

Town Nurse, Sheila Litchfield informed Marcella that she would be taking vacation time 11/21-11/23. The office would be closed for a week since 11/25 is a holiday.

Maggie mentioned that as per her discussion with Ms. Litchfield, it was agreed that she would give two weeks' notice in writing before taking time off. The board did not receive written notice for this vacation time.

Job Description

Maggie reported that the official description for the nurse's position is progressing. She would like to add a house call restriction (for non-emergencies) to one set day per week with a noted timeframe; ex: Wednesday between 9am-noon; the board agreed that would be a good policy.

Medication Distribution

The board has concerns with the nurse supplying clients with full sized bottles of cough syrup. They are unsure the town should be responsible for supplying anything more than a dosage amount which can be monitored in the office. The concerns extend to a person having an allergic reaction, over-medicating or becoming woozy. Also there is a budgetary issue in as distributing full sized bottles may cause unnecessary strain to the Health Services budget. Joann will talk to Ms. Litchfield.

Additional Hours

It was noticed that there was supplementary hours used on Ms. Litchfield's timesheet. When Maggie met with Ms. Litchfield it was agreed that additional hours will no longer be accumulated. The board would like to know how many additional hours the nurse has at this time. Marcella was instructed to ask Ms. Litchfield for a detailed, itemized list of supplementary hours she accumulated to date.

PELHAM LAKE

The board received confirmation that the (lab reports) that have been submitted to DPH on the behalf of the town of Rowe. (These reports are in the email file titled Pelham Lake)

PUBLIC WATER SYSTEM

Bacteriological reports for samples collected from Town Hall and Avery Fountain on 10/3/16 show they are absent for contaminants.

TITLE V

Permits

Disposal System Construction permit issued to Thomas Danek for repair/replacement of an existing system at 100 Leshure Rd (Dandeneau permit #175).

Final Inspection/COC

Copies of the final inspection and COC for 244 Zoar Rd (Willis) received from LDB Engineering.

Pumping Reports

Pumping Reports

Name	Condition	Gals Pumped
Gordon, R 78 Hazelton Rd	Okay	1000
Gordon, R 37 Steele Brook Rd	Okay	1000
Morse, M 60 Shippee Rd	Okay	1000

NEW BUSINESS

Clerk Resignation

Marcella submitted her resignation effective December 31, 2016. David read the letter aloud and the board accepted the resignation. Marcella prepared a job posting which the board approved and agreed should be published twice in two weeks in the Greenfield Recorder newspaper.

Goal Post Submissions

Marcella prepared a Holiday Recycling Tips article and a notice regarding the issuance of the 2017 Vehicle Stickers. The BOH Clerk job posting will also be submitted along with a notice alerting residents to be mindful of the new drainage swale at the transfer station.

Meeting Closed: 6:36pm

Next meeting 12/8/16

David Cousineau, Chair

Joann Brown

Maggie Rice

Approved: