

Town of Rowe FY2017

**Board of Health
Meeting Minutes for December 22nd, 2016**

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

Call to Order 6:02 PM

*Appointment (s) 6:00 Joanne Alix Semanie
6:20 Paul McLatchy*

The board conducted interviews for the clerk position; both candidates, Ms. Semanie and Mr. McLatchy are both sufficiently qualified and confidently expressed their ability to perform as BOH Clerk. After a lengthy discussion the board voted unanimously to appoint Ms. Semanie. Marcella was instructed to inform the applicants of their decision and set up a training period with Ms. Semanie.

Clerk Transition: Marcella will stay on until January 5th. The board would like her to compile the 2016 annual town report data and provide as much instruction to the new clerk as possible.

GENERAL BUSINESS

Minutes for December 8th, 2016 approved and signed.

Invoices for Warrant #14 reviewed and approved.

FINANCES

The board reviewed all accounts:

- A \$5,500.00 payment to Trinity Engineering was paid from the Refuse Garden Operations account. This money will be refunded to RG Operations from the \$10,000.00 Transfer Station Temporary Repairs account, the remaining \$4,500.00 in TS Temporary Repairs will be returned to the town.
- The Transfer Station Lighting account has a balance of \$2,796.00. This project was completed in 2015, therefore it will be closed and the balance will be returned to the town.
- The Recycling Revolving Fund has a balance of \$4,245.07. This account cannot exceed a balance of \$5,000.00. The board discussed spending down options; it was decided that paying a FCSWMD invoice or two from the revolving fund was an acceptable option.

TRANSFER STATION

Attendant Logs

Logs were read aloud by David; logs accepted.

Stream Sampling

Mr. Ayers and David retrieved water samples from the stream on 12/12. The samples were sent to Spectrum Analytical (Agawam) for a testing. The board signed the Spectrum Analytical New Client Credit Application, testing cost \$1,136.00.

Compactor

The new compactor is installed and in working condition. Final cost, \$14,008.00 (pd warrant # 14).

Community Outreach

The board received positive feedback from residents regarding the cider and donut event.

HEALTH SERVICES

Enrollment Confirmation

Ms. Litchfield sent an email stating that the BOH enrollment in the DPH immunization Program is confirmed.

Job Description

The board discussed changes in the draft that Maggie presented at the last meeting. Marcella was instructed to amend the job description to reflect the changes and have it ready for the next meeting.

HAAN DRILL

Ms. Litchfield told Marcella that she responded to a drill on the board's behalf. The board had designated Glen Ayers to respond. Ms. Litchfield relayed to Marcella that she believes Mr. Ayers is not permitted to do so. Marcella will contact Mr. Ayers to discuss this.

Non-Work Day Home Visit

Ms. Litchfield would like to meet with a client who is coming home from rehab this Tuesday. This is the day that was set up by the family and doctor who will be present at the meeting. Ms. Litchfield stressed that this client will be receiving regular house calls by the town nurse indefinitely. The board agreed that the nurse should only perform her duties on scheduled work days. The board instructed Marcella to contact Ms. Litchfield and explain that if she meets with Rowe residents on unscheduled work days, she will not be compensated nor will she be covered under town liability insurance.

NEW BUSINESS

Grant Funding

Maggie told the board about an available grant for Better Nutrition. Maggie would like to speak to Principal Bill Knittle to see if it would be something he would be interested in as an education resource. She will also talk to Mr. Knittle about recycling. The board voted unanimously to allow Maggie to meet with the Rowe school principal.

Meeting Closed: 7:45pm

Next meeting 1/5/17

David Cousineau, Chair

Joann Brown

Maggie Rice

Approved: