Board of Health
Meeting Minutes

Board Members:
Margie LaFleur, Chairperson, Phil Durno, Member
Board Members Absent: Virginia Malouin, Member
Staff:
Sandra Gargan (SG)
Staff Absent: Kalene Gendron, R.S.
Attendees:
None

Mrs. LaFleur opened the meeting at 6:00 pm and announced the meeting is being televised by Pepperell Community Media and by the Secretary

5/15/2018 - Minutes

1. **Working Session - 6:00-6:05 PM**
   No discussion

2. **Acceptance of Minutes**

   a. 5/1/18
      Mr. Durno made a motion to accept the minutes of 5/1/18 as written. Mrs. LaFleur seconds, all in favor.

3. **Appointments/New Business/Action Items/Permits**

   a. McGaffigan Funeral Home - Permit

      Mr. Durno made a motion to approve McGaffigan Funeral Home permit. Mrs. LaFleur seconds, all in favor.

   b. Lot 3 Wheeler St - New Septic

      Mrs. LaFleur said the Health Agent (HA) recommends the Board to approve the new septic system.

      Mr. Durno made a motion to accept Wheeler St. (lot 3) new septic permit. Mrs. LaFleur seconds, all in favor.

4. **Old Business**

   a. 8 June St - Upgraded Septic Permit - Clarification of Vote

      Mrs. LaFleur made a clarification of the vote from the last meeting on 5/1/18 for the approval of the upgraded permit for 8 June St.

      Mr. Durno made a motion to approve the upgrade septic system permit for 8 June St. Mrs. LaFleur seconds, all in favor.

5. **Matters That May Be Raised That the Chair Didn't Reasonably Anticipate**

Mr. Durno mentioned he picked up a homeless person and gave him a ride, he did mention to this individual that there are churches that would help and the COA could give him some direction as to who to contact for assistance.

Mr. Durno inquired about the BOH sending al letter to ZBA so they can to have homeowners clean up their property and make needed repairs.

Mrs. LaFleur said there are elderly who are not physically able to do outside work, but they can contact the Senior Center for help.

Mr. Durno suggested if help is needed to contact some of these churches and they will assist in the cleaning.

Mr. Durno would like to have a letter sent to the owner of trailer park on Maple St. to notify his tenants to clean up the outside of there trailers. He said he has received a few complaints about the trailer park. Mr. Durno is making a complaint about the outside of a few trailers located at the Suburban Village Trailer Park.

The Secretary explained how the HA investigates a formal complaint.

Mrs. LaFleur suggested the HA may want to take a ride up there and view the sites.

6. **Bill Warrant**

   a. One

      The Board reviewed three invoices and agreed to pay them.

      Mr. Durno made a motion to pay the bills. Mrs. LaFleur seconds, all in favor.

7. **Open Discussion**

   a. Board Secretary - Discussion for job posting

      Mrs. LaFleur said the Board wants to keep the nineteen hours a week.

      Mr. Durno would like to see a Monday - Friday work schedule.

      This is a part-time position with no benefits.

      Mr. Durno made a motion for the new secretary to work, Monday through Thursday, each day four hours and on Friday, work 9-12pm. Mrs. LaFleur seconds, all in favor.

      The Secretary will send the change to Town Administrator's office for posting the position.

8. **Future Meeting**

   a. 6/5/18

      The Board agreed to the next meeting on 6/5/18.

      Mr. Durno made a motion to adjourn the meeting at 6:26 PM. Mrs. LaFleur seconds, all in favor.

      Respectfully submitted by: Sandra Gargan, Board Secretary