

**Pepperell Board of Health
January 4, 2011
Meeting Minutes
Town Hall Conference Room A**

Call to order: The Pepperell Board of Health was called to order at 7:05 PM by Mr. Buckley. He informed all present the meeting was being recorded.

Members Present: Alfred Buckley, Chairman, John Marriner, Member, Phillip Durno, Member

Members Absent

Staff Present: Kalene Gendron R.S., Health Agent, Sandra Grogan, Board Secretary

Guests Present: John Sartelle, 8 Nashua Rd. Kelly Brough, Nashoba Publishing, Mr. Bancroft
20 Wheeler St.

Minutes to be approved: Mr. Marriner made a motion to accept the November 30, 2010 and December 21, 2010 minutes. Mr. Durno seconded both sets of minutes. A vote was taken. All were in favor.

Topic of Discussion	Relevant Discussion	Action taken	Vote taken
Calendar:	<ul style="list-style-type: none"> • A reminder the next BOH meeting is January 18, 2011 		
Correspondence:	<ul style="list-style-type: none"> • The annual report is due February 4, 2011. The Health Agent is obtaining the report from Nashoba Boards of Health. • Mr. Marriner will write the annual town report for the BOH. • Nominations are due by February 11, 2011, for someone who has gone above and beyond his/her call during the year. • A reminder, the "FY 2012" budget work sheets must be turned in on Friday January 7, 2011. 		
Walk-In: 8 Nashua Rd-Housing violations	<ul style="list-style-type: none"> • The Board asked Mr. John Sartelle, owner/landlord of 8 Nashua Rd. to appear before the Board to explain why the outstanding violations have not been corrected. • 1) Water stains behind bathroom mirror. • 2) 3rd floor window (screen)-<i>this has been fixed at time of the meeting.</i> • 3) Mold along the baseboard in the first room immediately to the right. • The Health Agent has been waiting for the landlord to send out a letter to coordinate a time to do a site visit together. 		

	<ul style="list-style-type: none"> • Other complaints from the tenant have come in since the original violations were cited. • “Gaining entrance to this apartment has been a problem for the landlord, as the tenants will not allow him into the apartment and complaints keep coming in from the same tenants without any resolution.” explained the Health Agent. • The Board had decided at the meeting a site visit is in order by the Health Agent to confirm the remaining violations any new complaints present. She may take a Board member and contact Mr. Sartelle the day of the inspection so he may enter the apartment. • Mr. Durno offered to accompany the Health Agent and Mr. Sartelle will also be present when the inspection occurs. • The Health Agent made the Board members aware “she will be measuring the square footage of the apartment to make sure it complies with the regulations for habitable living space for the number of people living in the apartment. She will contact the tenant and other parties involved for the day and time of inspection. 	<p>Mr. Durno made a motion to have the Health Agent do a site visit to verify the previous violations. She will contact Mr. Durno and the landlord of the date of inspection so they may be present also.</p> <p>Mr. Marriner seconded it.</p>	<p>A vote was taken. All were in favor.</p>
<p>Old Business: 20 Wheeler Rd. - Letter of response.</p>	<ul style="list-style-type: none"> • Mr. Bancroft was requested by the Board to explain why his order of violations has not been corrected. • Mr. Bancroft explained “he has been cleaning up his property as much as he can.” Pictures of the property were reviewed by the Board members. • Mr. Durno asked Mr. Bancroft to review the pictures and tell the Board what has been removed or clean from the property. • Mr. Bancroft said “the battery, the gas grill and the doors were removed off the refrigerator at the Health Agents request.” • The Board requested the Health Agent to do a site visit and review any outstanding violations, and help the Bancroft’s by reviewing a worksheet that determines what is considered rubbish or debris. • The Bancroft’s agreed to have the Health Agent make a scheduled appointment to do a site visit. 	<p>Mr. Marriner made a motion that will allow the Health Agent on the property and will report back to the Board. Mr. Durno seconded it.</p>	<p>A vote was taken. All were in favor.</p>
<p>Vouchers/Permits/Licenses</p>	<ul style="list-style-type: none"> • E.L. Harvey & - Rubbish Hauler • G.W. Shaws & Sons Inc.- Rubbish Hauler • Waste Management- Rubbish Hauler • One bill warrant 	<p>Board signed licenses and one bill warrant.</p>	

<p>Old Business: FY 2012 Budget Approval</p>	<ul style="list-style-type: none"> • The Finance Committee has sent each department a FY 2012 budget sheet. Each department must examine their budget to take a 1% increase or a 1% decrease according to what their budget necessitates. They would like a detail summary as to how this will impact their budgets and day to day operations. • The Board discussed of possible ways of decreasing the budget 1% by perhaps taking the money from the hazardous waste line item. In addition, taking money out of conferences and putting this money into the veterinarian services is needed for services rendered for rabies testing. • The hourly wages for the Animal Inspector and Board Secretary will also increase. 		
<p>Old Business: 34 Nashua Rd-Response letter</p>	<ul style="list-style-type: none"> • The Health Agent explained at a previous meeting the Board members had said “in reference to dogs barking, it is not a Board of Health issue.” • Just recently another complaint came in about dogs barking constantly at this address. • The Board would like to table this discussion until the next meeting. 	<p>Mr. Durno made a motion to table 34 Nashua Rd. until next meeting. Mr. Buckley seconded it.</p>	<p>A vote was taken. All were in favor.</p>

Mr. Buckley made a motion to adjourn the meeting. Mr. Marriner seconded it it. A vote was taken. All were in favor.

Meeting was adjourned at 8:55 PM

Next Meeting: January 18, 2011

Respectfully submitted by: Sandra Grogan, Board Secretary

Alfred Buckley, *Chairman*

John Marriner, *Member*

Phillip Dunro, *Member*