

Board of Health
Meeting Minutes

Board Members:

Margie LaFleur, Chairperson, Virginia Malouin, Member, Phil Durno, Member

Staff:

Kalene Gendron (KG), Sandra Gargan (SG)

Attendees:

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

6/5/2018 - Minutes

1. Working Session

The Board members feel the Board of Health Office (BOH) is not the appropriate location to hold a Board meeting. The office is not an adequate location since this is a public meeting.

The Health Agent (HA) explained at one time meeting rooms were ear marked for departments that meet on a regular basis that way we didn't run into this problem.

The Board has willingly moved their meeting into conference room B, to accommodate other Boards or Committees that were having a large audience participation, but to meet in the office is not right.

The HA said at the next department head meeting, this is going to be discussed because this is becoming an issue not only with the BOH, but it has happened with other departments as well.

2. Acceptance of Minutes

a. 5/15/18

Mr. Durno made a motion to accept the minutes of 5/15/18 as written. Mrs. LaFleur seconds. Motion passed. Mrs. Malouin was not present.

3. Appointments/New Business/Action Items/Permits

a. 110 Groton St - Approval is sought under 310 CMR 15.405(1)(h) To reduce the required offset to groundwater from 5ft. to 4ft.

The HA reviewed the plan and recommends the Board to approve the request, she will look into whether a double tank is being installed. Pepperell doesn't require this.

Mr. Durno made a motion to approve 310 CMR 15.405(1)(h) the required groundwater offset from 5ft. to 4ft. Mrs. Malouin seconds, all in favor.

• 110 Groton St - Upgrade - Permit

Mr. Durno made a motion to approve the permit for 110 Groton St. Mrs. Malouin seconds, all in

favor.

b. 2 Maureens Way (lot 1) - New Septic System - Permit

The HA asked if a motion to approve could consist of all permits on Maureens Way and Rileys Way be made at the same time.

Mr. Durno made a motion to approve the new septic permits for 2, 3, 4 Maureens Way and 4 Rileys Way. Mrs. Malouin seconds, all in favor.

c. 3 Maureens Way (lot 7) - New Septic System - Permit

d. 4 Maureens Way (lot 2) - New Septic System - Permit

e. 4 Rileys Way (lot 10) - New Septic System - Permit

f. 2 Everett Dr. - New Septic System - Permit

The HA recommends the Board to approve the new septic permit for 2 Everett Dr.

Mr. Durno made a motion to approve the new septic permit. Mrs. Malouin seconds, all in favor.

g. Innovative Alternative Septic Systems (I/A) - Status

The Board reviewed the I/A systems that are not in compliance.

Mrs. LaFleur said 20L Wheeler St, and 40 West St, are not in compliance.

The HA said 40 West St, was foreclosed on, and now may have new homeowners.

Mrs. Malouin asked why the reports aren't coming back.

The HA said it is the responsibility of each home owner to send in the inspection report. She has a letter that can be sent if that is what the Board wishes to do.

A contractor was retained by the homeowner's at 20L Wheeler St, to do their maintenance inspection. He will not release any paperwork until he receives payment for his services.

The Secretary was asked to add the date of any letter being mailed out on the I/A spreadsheet.

Mr. Durno made a motion to send an enforcement letter to 20L Wheeler St. Mrs. Malouin seconds, all in favor.

The HA asked if 40 West St, should receive an enforcement letter or an informational letter.

Mr. Durno said send an informational letter to 40 West St. Mrs. Malouin seconds, all in favor.

h. Board of Health Secretary Position - Revised

Mrs. LaFleur said back on 10/5/16 the Board voted and approved the position of the Board Secretary, to go under the authority of the Town Administrator, who oversees the Town Charter. She was just recently informed for this to have happened a warrant article requesting the Board Secretary, to come under the authority of the Town Administrator, who oversees the Town Charter was never presented at a Town meeting, so the Board Secretary, has always been under the authority of the BOH. Therefore

changes to the last revised job description on 11/1/16 will need to be revised.

The HA said the Animal Inspector (AI) has been under the Town Charter since it was implemented.

Mrs. Malouin feels the Secretary position should fall under the umbrella of the BOH.

Mr. Durno said the AI should be under the Boards jurisdiction.

Mrs. Malouin said a warrant article is needed for the Fall Town Meeting to bring the AI back under the BOH.

Mrs. Malouin made a motion to strike the letter of 10/5/16 in accordance with Chapter 111 Section 27 of the Mass. General Law and strike from the job description the third paragraph in its entirety.

Mr. Durno seconds, all in favor.

Correct the date at the bottom of pages 2 and 3 to reflect the same as page 1. Delete the last sentence under physical requirements.

Mrs. LaFleur said the Board Secretary is under the authority of the BOH.

i. Board Secretary position - Discussion/Vote if necessary

The Board reviewed the job description and made a couple of minor changes.

The Secretary called and received cost quotes to have the job description posted. Mass. Municipal Association gave a quote of \$105.00 to have the job posted on the web-site for 30 days. To have the job listed in the newspaper it would cost \$295.00 for 2 weeks.

The Board agreed to have it placed on the web-site for 30 days is a good idea. In addition the job description will go on the Town web-site and the Secretary will contact the cable channel.

Mrs. LaFleur said she thinks the web-site Indeed.com only charges \$30.00.

Mr. Durno made a motion not to exceed \$250.00 for job posting. Mrs. Malouin seconds, all in favor.

4. Correspondence

a. FY 19 - Expense budget

The Board reviewed the FY 19 budget.

5. Health Agent Comments

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

Mrs. Malouin had mentioned she had read something from the Accountants Office stating all departments should be mandatory spending only.

The Accountant had mentioned in the past some departments had purchased items just to spend down the budget before the end of the fiscal year.

Mrs. Malouin heard what Mr. Durno said at the last meeting regarding picking up a homeless person and tried to explain to him there are resources available to assist him. She suggested keeping a log book for anyone that comes into or calls the office for assistance. When it comes time to ask again for a Social

worker we have documentation to present.

Mr. Durno said some homeless individuals are living in abandoned places. Mrs. LaFleur said that's why it is important the BOH needs to start discussions once again for a Social worker position in Pepperell.

7. Bill Warrant

a. WB Mason

The Board signed the bill warrant.

8. Open Discussion

9. Future Meeting

a. 6/19/18

Mr. Durno made a motion to adjourn the meeting at 7:40 PM. Mrs. Malouin seconds, all in favor.

Respectfully submitted by: Sandra Gargan, Board Secretary