

REGULAR MEETING OF THE BOARD OF HEALTH
July 12, 2017

A Regular Meeting of the Board of Health was held at the Town Hall on Wednesday, July 12, 2017, at 6:30 p.m. The meeting was duly posted. Board members present: Peter DeTerra, Jeannine Lopes and Lindsay Gordon. Also present: Patricia Fowle, Health Agent and Paula Medeiros, Administrative Assistant.

Chairman DeTerra called the meeting to order at 6:30 p.m. and asked for a motion to approve the minutes of the Regular Meeting of June 13, 2017.

Motion to approve the minutes was made by Ms. Lopes; seconded by Ms. Gordon. The vote was unanimous.

Before The Board:

Hancock Associates, Marlborough, MA was before the Board for a proposed repair septic plan for 32 Charity Stevens Lane. The proposed plan is for a three-bedroom dwelling. The repair requires a variance of 3 feet to groundwater in place of the required 4 feet of Title 5. All other code conditions are met. Ms. Lopes recused herself from the vote as there is a family relationship with the new homeowners.

Motion to approve the plan was made by Mr. Deterra; seconded by Ms. Gordon. The vote was two in favor and one abstention.

Before the Board for Review:

1. The Board reviewed a septic system inspection for 247 Huttleston Avenue performed by All Clear Septic, inspector Al Rivet on July 7, 2017. The Health Agent was not present during the inspection. The inspection passed. The Health Agent reported the system needs a new cover for the pump chamber, new electrical wiring of the pump mechanism and a zabel filter. The new owners concur with the work.

Ms. Lopes motioned to accept the septic system inspection for 247 Huttleston Avenue; Ms. Gordon seconded. The vote was unanimous.

2. The Board reviewed a septic system inspection for 4 Yankee Land performed by All Clear Septic, inspector Al Rivet on June 30, 2017. The Health Agent was present during the inspection. The inspection passed. The system needs a new H2O D box.

Ms. Lopes motioned to accept the septic system inspection for 247 Huttleston Avenue; Ms. Gordon seconded. The vote was unanimous.

Health Agent's Report:

The Board reviewed and discussed the food establishment inspection log sheets. Discussion ensued.

The Board reviewed and signed invoices.

The Administrative Assistant presented to the Board the Brown and Caldwell Proposed FY 2018 Budget of \$18,848.00 for their approval and a signature from the Chairman.

Ms. Lopes motioned to accept the contract; Ms. Lopes seconded. The vote was unanimous.

The Administrative Assistant presented to the Board for their approval and signatures the Authorized Signatures letter for the Town Accountant. This is the same as in previous years with the exception of the Administrative Assistant being able to sign the Schedule of Departmental Payment to Treasure in the absence of the Health Agent so that the department deposits to the accountant are not delayed. Discussion ensued.

Ms. Lopes motioned to accept the Authorized Signatures letter; Ms. Lopes seconded. The vote was unanimous. The Board Members signed the letter.

Before the Board:

1. Mary Friere-Kellogg was present for an interview for the position of Health Agent. Questions were presented to Ms. Friere-Kellogg and discussion ensued.

2. Gary Covino was present for an interview for the position of Health Agent. Questions were presented to Mr. Covino and discussion ensued.

The Board discussed both candidates' qualifications.

Ms. Lopes motioned to hire Mary Friere-Kellogg; seconded by Ms. Gordon. The vote was unanimous.

The current Health Agent will inform the Town Administrator of the vote of the Board and request information on the next steps to secure the new hire Mary Freire-Kellogg, since the Town Administrator is also the Personnel Manager.

There being no other business before the Board, Ms. Lopes motioned to adjourn; Ms. Gordon seconded. The vote was unanimous at 7:25 p.m.

Respectfully submitted,

Paula Medeiros, Administrative Assistant