

Board of Health

Meeting Minutes

February 16, 2011

Present: Rebecca Allen, John Doherty, Elizabeth Nichols, Karen Brooks, Robert Bourke.

Town Nurse: Claire Rabbitt (6:04 pm – 6:30).

Meeting Convened: 6:04 pm

OLD BUSINESS:

1. Minutes from the meeting on 01/19/2011 were unanimously approved.
2. Board members received stipends for half a year of service.
3. The Bill Schedule was approved and signed.
4. Members approved the Town Report with revisions.
5. Members approved the Code Red Reverse 911 Policy. There was discussion about who the contact people should be. The Board feels that the Town Coordinator and the Emergency Management Director should post the messages to the Reverse 911 system. Becky will discuss with Tim Lively his interest in and availability for this responsibility.
6. Betty reported the research she had done on Non Criminal Disposition fines. The Board reviewed the warning letter she has drafted and statute for these fines: Chapter 40, Section 21D. Betty voiced concerns that the procedure indicated in the language for the Town ticket does not exactly correspond to the law. Karen will contact the District Court for further information about the ticket procedure. Betty is also concerned that the town law does not absolutely require trailer owners to purchase occupancy permits if the trailer is completely unoccupied. The Board will review the warning letter, state statute, Heath Camper Trailer By-Law and Board of Health Amended Temporary Housing: Camper/Trailer Regulations before the next meeting. Further discussion was postponed until that time.
7. The Board approved and sign the application for a one year Temporary Occupancy permit for a trailer at 166 Eight A South. This trailer will be used while the house destroyed by fire is being replaced.
8. The Board reviewed and approved a draft letter to the FRCOG regarding participation in the Public Health Futures Task Force, Franklin County Health District Planning Grant Proposal. The letter states that the Town of Heath is not interested in participating at this time and that the Health Agent, Glen Ayers, has no authority to represent the Town of Heath in this matter.
9. Becky informed of an alternative to the Franklin County Health District Planning Grant Proposal. Nicole Zabko, the Health Director for the Town of Greenfield, is interested in organizing a Lead Community Partnership which would make the services of the Greenfield Health Department available to member towns at an hourly rate. Grant monies would offset the cost during the first three years. A five year commitment would be required. The Board indicated that they would be interested in talking to Nicole about the possibilities.
10. Betty distributed a draft Installers Test to members. She requested that they review it before the next meeting. If it receives Board approval, Betty proposes to send the test to Glen for feedback before

making it a requirement. The Board also discussed requiring installers to obtain Septic Installers Certification from BCBOHA as an alternative to a town installers test.

11. Betty noted the response to a question from Vince Burns from Field Assets Associates regarding the time line for compliance at 34 Royer Road. Betty informed him that no repair was being required as long as the house remained vacant.

NEW BUSINESS:

12. Claire requested an increase to the Town Nurse's annual salary of \$3,910.40. This would increase her hourly rate from \$20.60 to \$30.00. She feels that this is closer to what other town nurses are earning and is willing to take the increase over a two or three year period. The Board unanimously approved the requested increase. This allows Claire to approach the Select Board with this request.
13. The Board approved and signed a Septic Haulers Permit for Superior Septic Services.
14. Becky has responded to the Western MA Board of Health Survey.
15. The state is plans to rely more heavily on MAVEN for epidemiologic reporting. Training will be offered.
16. The Board approved and signed annual food permits for the Heath Senior Center, Peters Store and Camille's Kitchen. Betty will write a letter to Peters and Camille requesting copies of their Massachusetts Allergen Training certificates.
17. The Board discussed Health Agent hours. No hours have been reported for December. Hours of service total 35.16 hours used in fiscal 2011. Becky estimates that 10 to 15 of these hours could be covered by Board members. FRCOG has submitted a budget request of \$5,762 for services in FY12. Betty will draft a letter requesting level funding to be reviewed at the next meeting.
18. Karen photographed Board Members so that Betty could create identification badges.

Meeting adjourned 8:20 pm.

Respectfully submitted,

Elizabeth Nichols

DOCUMENTS

Town Nurse Job Description 2011
Town Nurse Job Description 2002
Summary of Nurse's activities in 2010
Graph of Town Nurse salaries
Minutes 01/19/10
Annual Report draft
Policy for Heath's CODE RED Reverse 911 System
Chapter 40, Section 21D
Draft warning for failure to obtain Temporary Occupancy Permit
Ticket for Non Criminal Disposition
Board of Health Amended Temporary Housing: Camper/Trailer Regulations
Protective Zoning Bylaw: Town of Heath:
Camper Trailer Bylaw: Section 4.10.3 G.

Haulers Permit: Superior Septic Service
Draft letter regarding the Public Health Futures Task Force: Franklin Co. Health District Planning Grant Proposal
Draft Installers Test
Charlemont Installers Test
Letter from the state regarding epidemiologic reporting
Annual Food Permits and Applications: Peter's Store, Camille Freeman, & Franklin County Home Care
Temporary Occupancy Permit: Bruce Kain, 166 Eight A South