

**WEST NEWBURY BOARD OF HEALTH
MINUTES
December 19, 2017
5:30pm Second Floor Health Agent's Office
1910 Office Building 381 Main Street**

Board: Robert Janes-Chairman, Blake Seale-Member, Kimberly Cole-Member

Absent: N/A

Health Agent: Paul Sevigny

Admin Asst: Jane Krafton

Others in Attendance: Joe Anderson and Glenn Kemper-Selectmen

I. NEW OFFICE BUSINESS:

- Reviewed minutes dated November 7, 2017. **APPROVED 3-0-0**
- Reviewed and approved payroll. **3-0-0**
- Reviewed and approved invoices. **3-0-0**
- Signed 2018 licenses.
- Discussed FY19 Budget. Krafton will adjust the tonnage estimated annual from 1600 to 1500 based on current FY18 trends. All budget line items will reflect the contract increase. Budgets are due before December 29, 2017. Board will review completed budget at home.

II. APPOINTMENTS:

- **6:00** Selectmen presentation regarding progress on the Town Manager. J. Anderson-Selectman reviewed his handout (attached) with the Board, which was the same presentation given to the town employees on December 4th. Septic and all related health issues will still be under the jurisdiction of the elected board of health. Day to day activities will be more of the manager's responsibility. Health Agent presented the Selectmen several questions he wanted addressed (attached). The Health Agent will report day to day activities with the new Town Manager, the Administrative Assistant and Recycling Coordinator will report to the Department Head. Also the Department Head will now be responsible for the Department's budget preparation and involved in the meeting with the Finance Committee. Signing of contracts will be determined later. Department Head will be responsible for hiring and firing the BOH employees and the Board will still remain the appointing authority. Also, the Department Head can sign and approve payroll and warrants.

III. SEPTIC PLANS:

- N/A

IV. FYI: No Action Needed

- Request from Assessor free bins/stickers for new residents.

NEXT MEETING: January 9, 2018
4:30 pm Second Floor - Health Agent's Office
1910 Office Building 381 Main Street, West Newbury MA

Meeting Adjourned 6:40pm