

**WEST NEWBURY BOARD OF HEALTH
MINUTES
January 23, 2018
4:30pm 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: M. McCarren – Town Council

R. Janes opened meeting 4:35pm.

I. NEW OFFICE BUSINESS:

- Reviewed minutes dated December 19, 2017. **APPROVED 3-0-0**
- Reviewed payroll and invoices. **APPROVED 3-0-0**
- Reviewed licenses and signed. **APPROVED 3-0-0**
- Discussed Drake's Landing payment for resubmission of septic plans. Board agreed that since the resubmission was a complete "re-do" of proposed system that the full fee of \$700 should be charged for review. **APPROVED 3-0-0**
- P. Sevigny requested February 2, 2018 vacation. **APPROVED 3-0-0**
- Reviewed and Board signed Conflict of Interest Law, acknowledgement form.

II. APPOINTMENTS:

- **4:45** Mike McCarren, Town Council was asked to attend the meeting by R. Janes to discuss new Town Manager. R. Janes asked B. Seale to begin with any questions or concerns he had from the last meeting regarding the new Town Manager position. B. Seale wanted clarification on Health Agent reporting to the Town Manager. Council explained that the Town Manager would be in charge of daily responsibilities so if anything other than a health issue, the Health Agent would be in contact with the Manager, otherwise business as usual. All health issues would still be under the jurisdiction and responsibility of the Board of Health. B. Seale wondering how the payroll for all members of the department would work. Administrative Assistant and Recycling Coordinator will have the Department Head sign, and Board would still sign Health Agent's payroll. It's possible that in the future the Town Manager might sign department head's payroll. Selectman's goal is to free themselves of the everyday administrative duties. K. Cole asked if it would affect the budget process, Council stated it would not, that it remains the responsibility of the Board. Contracts as well, will remain the Board of Health's responsibility. Structure of new organizational chart doesn't accurately reflect the true chain of command. Seale stated that he feels more comfortable with Town Council's explanation, then what was presented by 2 of the Selectmen at the last meeting, and will continue daily communication with department.

III. SEPTIC PLANS:

- **254 Main Street**, Paul Niman, #17-48 Merrimack Eng. Services. **APPROVED 3-0-0**
- **26 Brown's Lane**, Mark Bilodeau, #17-49 Scanlan Engineering. **APPROVED 3-0-0**
- **19 Meeting House Hill**, Roldan's Family, #17-50 PLS. **REJECTED 3-0-0**

IV. FYI: No Action Needed

- Copy of FY19 Budget submission.

NEXT MEETING: February 13, 2018
4:30 pm Second Floor - Health Agent's Office
1910 Office Building 381 Main Street, West Newbury MA

Meeting Adjourned 5:30pm