

**WEST NEWBURY BOARD OF HEALTH  
MINUTES**

May 14, 2019 - Tuesday

4:30pm Second Floor Health Agent's Office

1910 Office Building 381 Main Street

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

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

**Absent:** N/A

**Health Agent:** Paul Sevigny

**Admin Asst:** Jane Krafton

**Others in Attendance:** Thomas Fahey-Resident, Angus Jennings-Town Manager, Glenn Kemper-Selectman, Wendy Reed-Conservation Commission.

**R. Janes, Chair called meeting to order at 4:30pm**

**I. NEW OFFICE BUSINESS:**

- Reviewed minutes dated April 9, 2019. **APPROVED 3-0-0**
- Reviewed invoices and payroll. **APPROVED 3-0-0**
- Reviewed revisions to the "Pay to Throw" survey letter. Board voted to approve the draft, and to conduct a town mailing. Krafton will have the letter ready for signatures for the next meeting, along with a printing quote.
- Steele Landfill update. Reserve fund transfer was approved at the May 6th FinCom's meeting for \$8,800 to cover the rest of FY19 expenses for the landfill.
- Reviewed letter from DEP dated April 12, 2019 regarding Steele Landfill. (**ATTACHED**)
- Krafton request June 5<sup>th</sup> and 6<sup>th</sup> and 20<sup>th</sup> vacation. **APPROVED 3-0-0**
- 2 Office computers need to be upgraded by January 2020 that's when technical support for Windows7 expires. (Estimate \$2,424.92) (**ATTACHED**) Board voted to approve the purchase of one computer this fiscal year and possibly the second computer later in June, depending on the balance of the expense line item. If not second computer will be purchased in July/August FY20. Krafton will contact Appletree Networks LLC., regarding the purchase.
- Public Health Nurse Contract for FY20. Board to review the contract between now and the next scheduled meeting. Krafton will put on the May 28<sup>th</sup> agenda.
- Discussed 275 Main Street pump-out 4/23/19. Health Agent drafted letter regarding the pump out that occurred at last month. Board signed letter. Krafton will put on for the next meeting.

**II. APPOINTMENTS:**

- Town Manager, Angus Jennings and Selectman, Glenn Kemper to discuss ConCom restaffing. (**ATTACHED**) The idea being discussed, not proposed, is to combine the Health Agent and the ConCom Agent into a single position. A. Jennings and G. Kemper believe there is a potential cost savings to be had, especially now with the new school cost coming down the pike. G. Kemper believes there is an opportunity and believes it should be explored, no stone unturned. Because ConCom has authority to hire staff, the decision would be theirs to make.

B. Seale believes that work hours to the H. Agent position may be cut in the future and this could be a way of preventing that from happening. Cole stated that it would be an economy of scale and believes that there is duplication in some tasks between the two positions. G. Kemper points out that ConCom also has many other responsibilities as well. Health Agent expressed concern that there would be two boards to report to. Conflict is still a concern for R. Janes and he does not think it's a very good idea to combine the two positions. R. Janes also expressed concern about salary and hours and how responsibilities will be distributed and feels it could be a tug of war. R. Janes says there is still a lot of details and unknowns that would need to be worked out. G. Kemper suggested that all concerns can be solved as long as everyone works together. There needs to be an approval by ConCom and legislation in order to override the current statute. A. Jennings agrees a lot of details would need to be worked out. FY20 is already budgeted, and feels ConCom is under budgeted, for what the Commissioners feel they need in order to fill the position. Definitely not apples to apples. G. Kemper is very interested that someone be in the office to answer questions. P. Sevigny forwarded his resume out via email to A. Jennings and to the email address referenced in the ConCom Agent job posting. W. Reed thinks by combining jobs, that it could create a problem down the road; potentially it could make it quite difficult to fill the position. P. Sevigny thinks that it may not be all that difficult because the qualifications could be out there. Board of Health took no vote. W. Reed is not sure what the next step is for the ConCom. Legislation on Town Charter needs to be straightened out before any further steps can be taken on the Town Manager making decisions on staff that report to Boards. Selectmen will send a memo to ConCom as a follow-up.

### **III. SEPTIC PLANS:**

- **48 Garden Street**, Tim Collins #19-11 GA Consultants. **APPROVED 3-0-0**
- **16 Indian Ridge Road**, Mary Manzi #18-39 W. Holt. **FAILED 3-0-0**
- **25 Coffin Street**, Igor Tomaz #19-15 Christiansen & Sergi. **FAILED 3-0-0**
- **52 Indian Hill Street**, James Selman #19-16 Scanlan Eng. **APPROVED 3-0-0**
- **141 Turkey Hill Road** requested septic plan extension. **APPROVED 3-0-0**
- **117 Indian Hill Road** requested septic plan extension. **APPROVED 3-0-0**

### **IV. FYI: No Action Needed**

- May meetings 14<sup>th</sup> and 28<sup>rd</sup>, 2019 and June 11, and 25<sup>th</sup>.
- Memo from Town Planner dated 4/10/19 regarding #16 Church Street, now #22 (**ATTACHED**)
- Trash / Recycling report.

Next Meeting Scheduled for **May 28, 2019**  
4:30 pm Second Floor - Health Agent's Office  
1910 Office Building 381 Main Street, West Newbury MA

Meeting Adjourned at 6:10pm

