

**WEST NEWBURY BOARD OF HEALTH
MINUTES
June 13, 2017
4:30pm Second Floor Health Agent's Office
1910 Office Building 381 Main Street**

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

Health Agent: Paul Sevigny

Admin Asst: Jane Krafton

Others in Attendance: N/A

Meeting called to order by R. Janes 4:30pm

I. NEW OFFICE BUSINESS:

- Reviewed minutes dated May 9, 2017. **APPROVED 3-0-0**
- Reviewed payroll and vouchers. **APPROVED 3-0-0**
- Krafton request June 19, 20, 21st for vacation days. **APPROVED 3-0-0**
- Sevigny request July 13 & 14th for vacation days. **APPROVED 3-0-0**
- Reviewed the Public Health Nurse contract up for FY18 renewal. Seale suggested that the nurse possibly meet with COA on some kind of regular basis. Currently, the contract with the nurse only provides payment for monthly work done on MAVEN (required State reporting on infectious diseases). Any additional hours requested by the Board of Health would be invoiced to the BOH at a cost of \$40/hr. COA Director has been in touch with the Public Nurse to arrange for a nutrition talk. Board agreed that if the COA would like to have the Nurse participate in COA activities that the COA be made aware of the \$40 per hour fee for work requested. Krafton will write a letter, to COA and carbon copy the nurse on behalf of the Board, making sure it's clear that written approval will be required for any "extra hours" if the Health Department is responsible for payment. Krafton will have new FY18 contract ready for the Board's signatures at the next meeting

II. APPOINTMENTS:

- **4:45** N/A

III. SEPTIC PLANS:

- 613 Main Street, Jennifer Costain, #17-17 Scanlan Engineering. **APPROVED 3-0-0**
- Lot 1 Archelaus Hill Road, Gorman Homes, #17-21, Cammett Eng. **TABLED**
- Lot 2 Archelaus Hill Road, Gorman Homes, #17-22, Cammett Eng. **TABLED**
- 51 Pleasant Street, Christopher Cordeiro, #17-24, Scanlan Eng. **APPROVED 3-0-0**

IV. FYI: No Action Needed

- 2017 Steele Landfill Data Report on file. Health Agent will investigate the possibility of an addition fee for this year due to an unusual element found in recent testing.

NEXT MEETING: June 27, 2017
4:30 pm Second Floor Health Agent's Office
1910 Office Building 381 Main Street, West Newbury MA

Meeting Adjourned at 5:30pm