

Chairperson Lynne Marchetti and Marlene Sanders, present.
Health Agent Elaine Wozny present.
Dr. David Driscoll arrived at 7:20 pm.

Ms. Marchetti called the meeting to order at 6:30 pm, April 24, 2008, at the TOHP Burnham Public Library, 30 Martin Street, Essex.

Appointments

Jeff Soulard, Finance Committee, Nurse Funding: Jeff Soulard in attendance.

Re funding: Mr. Soulard stated that the Finance Committee continues to support the public health nurse position and its funding. They have some concern about the upcoming town meeting as the Town of Essex voted to establish the position but not to fund it last November. The Finance Committee wants the public health nurse position to be revenue neutral. If it isn't revenue neutral and there is a huge increase in cost to the town, then the Finance Committee has a fiduciary responsibility to look at the funding. They will want to see, at the end of the year, that the Medicare reimbursements come in at the rate expected.

Re: questions. For the BOH to be able to accurately answer any questions that may come up at town meeting, Mr. Soulard suggested having the public health nurse job description available, and tasks laid out, i.e.: pandemic planning, deliverable services, flu clinics, coverage for when Ms. Wozny is on vacation or out of the office, as well as being able to articulate additional services that will be provided by the nurse that are not being provided now, so that it will be clear to the residents how the five hours of nursing time will be used.

Re: revolving fund. Vote for Article 42, the revolving fund, may have to be postponed until re-written for the November election, as it doesn't give the Finance Committee the ability to offset nursing cost from this account as it is now written. Any accrued monies would go into the general fund until then.

Mr. Soulard stated that the Essex Senior Center seems underutilized at the moment and hopes that having an Essex public health nurse on staff will drive an increased use of the facility. Ms. Sanders offered that the Gloucester Senior Center holds an "Ask the Nurse" session twice a month, where seniors can ask the nurse about any medical or prescription questions they might have. It is very well attended.

Ms. Wozny stated that having a nurse available for flu clinics will likely increase the total number of residents vaccinated. Offering public health services for the community is pro-active and preventative. Realistically, there is no reason that non-Essex residents couldn't receive flu vaccinations payable thru donations or thru Medicare reimbursement.

Ms. Soulard suggested that a narrative be written with the issues outlined above. He would be available to review it prior to the meeting on 5/5/08 if needed. The school and youth commission makes up 55 – 60 % of the budget. The Council on Aging gets less than \$10,000 per year. He thinks that seniors would be the biggest beneficiaries of the public health nurse position which is one of the reasons the Finance Committee supports it.

Sue Lufkin, Cape Ann Chamber of Commerce, Clam Fest: Sue Lufkin in attendance. She apologized for not attending the last BOH meeting as scheduled, saying she had been ill. Ms. Lufkin requested that the BOH adopt the standard two page TFE (temporary food establishment) form, used by Gloucester and Ipswich instead of our current nine page form. The standard coordinator's checklist, as submitted by Ms. Lufkin, will be used, as will the "Are You Ready?" pamphlet. Ms. Lufkin asked the Board if that would be enough. The name of the certified serve safe individual, who doesn't have to attend the event, but must delegate an on-site person in charge, needs to be added to the two page form as well as a signature line or separate page indicating that the "Are You Ready?" pamphlet has been read and that the food has been prepared according to stated criteria. Alternatively, someone from the Chamber may act as the certified serve safe individual for the event.

The Essex website will post the TFE, Coordinator's Checklist and the "Are You Ready?" pamphlet. The Chamber will look into the possibility of linking the Chamber's website to that of Essex, for the benefit of and accessibility to the forms for Clam Fest participants. Participants, who have signed up in advance, can pull out any time prior to the Clam Fest which is scheduled for October 25th this year. Ms. Lufkin stated that the Chamber would have the same role in the Clam Fest as the Lion's Club does in Ipswich for their event, that of Coordinator and as such would be responsible to deliver the Coordinator's Checklist, fee and participant TFE's to Essex BOH no later than 10 days prior to the Clam Fest.

Included in the two page application must be, as required by the state, a diagram of the way each station will be set up, including hand washing or sanitizer. As these are pretty much standard, the Chamber may want to add a complete diagram to each form, then the participants may note any changes made. Ms. Marchetti stated that "the same as last year" may not be written on the diagram portion of the form.

To recap: Ms. Lufkin will meet and review with Mike Costello of the Chamber all that was agreed upon at tonight's meeting and she will call if, as they are talking, any changes are suggested. She confirmed which forms, Coordinator's Checklist, two page TFE application and "Are You Ready?" will be on the Essex website. She will check with their IT person to see if a link from Gloucester to Essex for access to these forms can be created. Completed forms will be delivered to BOH on a rolling basis, with all forms turned in no later than 10 days prior to the Clam Fest.

J. R. Freitas, Building Permit Application, 233 Western Avenue:

JR Freitas in attendance. Mr. Freitas discussed with the Board his plan to sell 32 flavors of Richardson ice cream from a take out window at his restaurant at 233 Western Avenue. Pre-opening inspection required. JR stated that seating capacity is currently 118.

Sunny Robinson, Public Health Nurse Position: Sunny Robinson in attendance.

She brought, for the Board's review, an overview of Gloucester's public health nursing responsibilities and functions, including the 10 essential PHN functions of the American Public Health Association and Gloucester Public Health Nurse Responsibilities. Medicare is reimbursable for the 65 and older community, billing requires a Medicare approved billing number as well as administrative time in which to do the billing.

A couple of things that Ms. Robinson recommended the Board think about given the limited hours that the PHN will be working; assessing and choosing the primary educational needs of the community, and how to possibly get a supplemental grant to help

fund more PHN hours. Can the PHN nurse do more than earn her salary? What other ways can the nurse generate income once she has a feeling for what the community needs?

Another way for the PHN to generate income is through grants, the three page application for the CHNA (Community Health Network Area) Grant is an example, to increase health services or to overcome health disparities, with grant money of up to \$7500. Grant money use must be to expand the capacity of regular work rather than to fund the basic capacity because you aren't then able to answer the sustainability question.

Bills Payable

Bills Payable # 312, \$565.17: Ms. Marchetti entertained a motion for the Board to approve bills payable #312 for \$565.17. Ms. Sanders so moved. **Vote: All in favor.**

Board of Health Minutes

Minutes for 4/10/08 & 4/16/08: Ms. Sanders made a motion for the Board to accept the minutes as written for 4/10/08 & 4/16/08. Dr. Driscoll seconded the motion. **Vote: All in favor.**

2008 Permits

Disposal Works Installer's Permit # 33, Peter J. Macaro: Ms. Marchetti entertained a motion for the Board to sign Mr. Macaro's disposal works installers permit #33, issued 2/4/08, waiving the late fee and retesting requirements. Ms. Sanders so moved. **Vote: All in favor.**

Massage Therapy/Bodywork Establishment Permit # 12, Elizabeth Harvey: Ms. Marchetti made a motion for the Board to sign a massage therapy/bodywork establishment permit # 12 for Ms. Harvey for a polarity establishment at 121 Eastern Avenue. Ms. Sanders so moved. **Vote: All in favor.**

Septic System Design Plan

185 John Wise Avenue, Merzback, Map 22, Lot 3A: Ms. Marchetti made a motion to disapprove Mill River Consulting's on-site waste water system design plan, dated 3/28/08 for Merzback, 185 John Wise Avenue, Map 22. Lot 3A for the 18 reasons stated in the Agent's Report. Ms. Sanders so moved. **Vote: All in favor.**

21 Turtleback Road, VanWyck, Map 9, Lot 11O & 23 Turtleback Road, VanWyck, Map 9, lot 11N: Ms. Marchetti made a motion for the Board to disapprove the Thomas E. Neve Associates, Inc. septic system design plans for VanWyck, 21 & 23 Turtleback Road, Map 9, Lots 11O & 11N, dated 12/8/03 with a final revision date of 2/26/08 as confirmation was not received that the Planning Board approved subdivision

plans have been recorded at the Registry of Deeds. Ms. Sanders so moved. **Vote: All in favor.**

Building Permit Application

233 Western Avenue, Freitas, Map 8, Lot 15: Ms. Marchetti entertained a motion the Board to have Ms. Wozny endorse JR Freitas's building permit application to move a door, to replace old windows and siding at his restaurant, 233 Western Avenue, Map 8, Lot 15, for a take out ice cream stand. Ms. Wozny reminded him that he that a pre-opening inspection is required. Ms. Sanders so moved. **Vote: All in favor.**

60 John Wise Avenue, Hardy, Map 17, Lot 21: A repeat building permit application, the first originally approved by the BOH on 3/15/05, was received for 60 John Wise Avenue for a landscape construction office, storage of vehicles, equipment and materials, nursery, retail sales of landscape materials, supplies and products, boat storage, space rental and general business use. Ms. Marchetti stated that Pallazola had originally asked for a change of use as a landscape construction office with storage. The DPW daily flow for the hatchery averaged 1006 gallons; however, this included flow to the house and barn as well as that used for equipment cooling in the hatchery. Daily flows since the Landscape Company moved in are 287.7 GPD and 279.5 GPD. This flow is for 2 houses and the landscape company which are all on the same reading. A Title 5 inspection was done at the time of the original building permit application. Dr. Driscoll said that the Board needs clarification on what the retail is. Ms. Wozny stated that she is ok with the boat storage and nursery, maybe retail, but what does space rental and general business use mean? Ms. Marchetti entertained a motion to table the building permit application for 60 John Wise Avenue for clarification on proposed use of existing buildings. Ms. Sanders so moved. **Vote: All in favor.**

2 Moses Lane, Waites, Map 4, Lot 108E: Steve Comdon, builder, in attendance. This is a resubmittal of an expired building permit application; the original was never submitted to the Building Inspector for a permit. There is no copy of the approved plans in his file. Our records, and the original application, indicate that it was going to be an enclosed pool. The new plan shows an outdoor pool with a new room on each level; basement, main floor and second floor. This property has an approved four bedroom septic system, which was inspected and passed on 2006. Ms. Marchetti entertained a motion for the Board to have Ms. Wozny endorse Waites' building permit application, 2 Moses Lane, Map 4, Lot 108E, for installation of an outdoor pool with patio and the addition of a basement lounge, first floor living room and second floor master bedroom suite pending Ms. Wozny's clarification from a local well driller of the best way to allow access to and protection of the well and water lines from surface contamination. Ms. Sanders so moved. **Vote: All in favor.**

Other

Elaine Wozny, Leave Notification: Ms. Marchetti made a motion for the Board to approve Ms. Wozny's leave notification of 2 hours of personal time on 4/11/08. Dr. Driscoll so moved. **Vote: All in favor.**

Preliminary Subdivision Plan, 50 John Wise Avenue, Lots 1, 2 & 3: The Planning Board sent us a copy of a preliminary subdivision plan for a three lot subdivision at 50 John Wise Avenue for review/comment. No soil testing has either been performed or scheduled for this property. Ms. Marchetti made a motion for the Board to have Ms. Wozny send a letter or email to the Planning Board stating that there is no guarantee that there are build-able lots on this property as no soil testing or perk tests have been performed. Ms. Sanders so moved. **Vote: All in favor.**

On-site Wastewater System Design, 241 John Wise Avenue, Map 21, Lot 1: Amy Ahern is interested in buying the Lobster building at 241 John Wise Avenue, Map 21, Lot 1, and converting it to an ice cream stand. This is an old building with a cesspool and no BOH file; therefore no recorded allowed sewage flow, so DEP verbally agreed to a 200 GPD, which is the minimum allowed for retail space. The proposed ice cream stand will be take-out only, with no seating, and ice cream will not be made on site. Because Title 5 does not give design flow for an ice cream stand, an estimated flow must be approved by DEP, based on water meter readings of a like business, multiplied by 2. The consultant for Ms. Ahern has requested the Board approve 2 comparable usage flows from similar establishments. Ms. Marchetti made a motion for the Board to accept the submitted flows for comparable establishments to determine design flow for the proposed ice cream stand at 241 John Wise Avenue, Map 21, Lot 1, conditional upon DEP acceptance of the same. Ms. Sanders so moved. **Vote: All in favor.**

Letter from Morley Piper: In response to a letter from Morley Piper, received by fax on 4/14/08, Ms. Marchetti made a motion for the Board to respond in a letter to Mr. Piper not mandating the extra testing, but strongly recommending well water testing at the end of the summer when the likelihood of increased coliform count is most probable, requesting that any results sent to the Board. Ms. Sanders so moved. **Vote: All in favor.**

Polarity & Other Bodywork Permitting: The Board discussed polarity and other state exempted bodywork permitting. Because our local regulations have not been changed, they determined that practitioners of any non state licensed massage/bodywork procedure must still have both local establishment and practitioner permits.

Meeting Adjourned: 10:04 pm

Next BOH meeting: 5/8/08

Prepared by _____
Ann White

Attested by _____
Marlene Sanders, Board of Health Clerk