

**BOARD OF HEALTH
MEETING MINUTES**

Wednesday, November 5, 2014

**ATTENDEES: Robert O'Hanley, Chairman
Richard Lombard, Member
Charlotte Parker, Member
Deborah Ketchen, Health Agent
Lori Bentsen, Administrative Asst.**

Meeting Open: 6:35 PM

AGENDA:

The first item on the agenda is the review and approval of meeting minutes of 8/27/14 and 10/7/14. The Board approved meeting minutes of 8/27/14 and 10/7/14 by unanimous vote.

The second item on the agenda is MVPC food establishment inspector. Robert O'Hanley said that Lori received a call from Michael Parquette at MVPC to inform the Board that Rosemary Decie will be available on Mondays, Tuesday afternoons and Fridays to conduct food establishment inspections in Groveland. Charlotte Parker made a motion to contact Rosemary Decie to have her begin the food establishment inspections as soon as possible after speaking to Deborah to coordinate. Robert O'Hanley seconded and it was a unanimous vote.

The third item on the agenda is a trash complaint on Cannon Hill Ave. Robert O'Hanley said he drove by the property today to look at it. Robert O'Hanley said Cannon Hill Ave. is a narrow road and he saw two containers at the edge of the road by the telephone pole and two large clear plastic bags full of trash at the end of the driveway. Robert O'Hanley said that Lori told him that she received two phone complaints from neighbors complaining that there are trash barrels and trash left curbside all the time. Robert O'Hanley said he would like the Board to send the homeowners a letter with the state regulations and also the fine that's involved if they don't comply. Richard Lombard said you have to be careful when you say you are going to fine and said he believed a fine would come from the state. Richard Lombard asked Lori if she had tried calling the resident. Lori told the Board that she did make several attempts at calling but each time she received the answering machine stating that the voicemail is full and the caller cannot leave a message.

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Charlotte Parker made a motion that the Board send a certified letter to the owner of 18 Cannon Hill Ave. asking that they comply with state regulations 105 CMR 410:600; Storage of Garbage and Rubbish (A) and that the trash is not left curbside all the time. Robert O’Hanley seconded and it was a unanimous vote.

The last item on the agenda is continued from 8/27/14 meeting to review letter of reprimand to the health agent regarding job performance. Charlotte Parker said that she spoke with the Personnel Director and that this letter is intended to document that the Board discussed these issues with Deborah and after six months if the job performance regarding these issues have improved to the Board’s satisfaction, the letter is then removed from the personnel file. Robert O’Hanley said the only thing he is having a hard time with is number 4. Charlotte Parker made a motion that the Board sign the letter of reprimand to the health agent with the revision to number 4. “Disrespect and unprofessional behavior between both the health agent and the Board of Health’s administrative assistant”. A copy will be given to the Personnel Director to be placed in the health agents’s personnel file and the Board will review the health agent’s job performance in six months and if improved, letter will be removed from file. Robert O’Hanley seconded and it was a unanimous vote.

Meeting adjourned 7:25 PM

Next Board of Health meeting is scheduled for December 2, 2014 at 6:30 PM