

**BOARD OF HEALTH
MEETING MINUTES**

Thursday, May 8, 2014

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

Meeting Open: 1:02 PM

AGENDA:

The Board voted unanimously to approve meeting minutes of March 26, 2014. Richard Lombard made a motion to amend minutes of January 28, 2013 to remove in the second paragraph "The Board told the health agent they would like her to start inspections in March when she is not busy with septic system inspections." Richard Lombard made a motion to add "The Board told the health agent they would like her to start inspections earlier in the year when she is not busy with septic system inspections." The Board voted unanimously to approve amended minutes.

The second agenda item is 213 Washington St. Property owners Mr. and Mrs. James Logan (present at this meeting) lost their home to fire on 3/24/14. The Board voted, and it was a unanimous vote, to allow a temporary mobile home with septic system and well connections that will be inspected by the health agent to be placed at 213 Washington St. for the duration of construction of the new home. It was also voted, by unanimous vote, to waive all applicable Board of Health permit fees.

Third item on the agenda is 39 Uptack Rd., proposed in-law apartment. Kevin Cunniff, Seven Star Builders and Hank Willett, homeowner were present at this meeting. Mr. Willett told the Board that there are three bedrooms in the house and the in-law apartment will be one bedroom. Kevin Cunniff told the Board that he was able to obtain the as-built plan from the engineer, W. C. Cammett Engineering dated 4/7/87 which shows the existing septic system is designed for four bedrooms.

The Board stated that we did not have a copy of the as-built in the property file in the office and the Board had to be sure that the existing septic system would be in compliance with Title V with the additional bedroom. Bob O'Hanley made a motion to accept the as-built plan verifying that the existing septic system is designed for four bedrooms which will support the additional bedroom in the in-law apartment and for Kevin Cunniff to ask the building inspector for a letter to the Board of Health stating that there are three bedrooms in the house and it was voted by unanimous vote.

The fourth item on the agenda is emergency preparedness. The Board said that they feel that the health agent is spending too much time at emergency preparedness meetings. The Board said that due to the health agent's limited hours, restaurant inspections and septic system inspections are the priority. Bob O'Hanley made a motion to ask Public Health Nurse, Anita Wright to attend a future board meeting to see if she would be interested and have the time to attend emergency preparedness meetings and it was a unanimous vote.

The last item on the agenda is status of food establishment inspections. Richard and Charlotte said that they were not pleased that the health agent did not do any restaurant inspections in January, February and March. Richard said that the health agent was asked at a previous board meeting about a year ago to start the inspections earlier in the year to avoid conflicts with septic system inspections. Richard said that the Board recently interviewed Rosemary Decie from Merrimack Valley Planning Commission and he is recommending to the Board to use contracted services for food establishment and septic system inspections. Richard Lombard made a motion that he would like to use contracted services in the interim until this Board clarifies what hours and qualifications are needed to successfully complete health agent job responsibilities. Bob O'Hanley did not second the motion. Charlotte Parker did not second the motion. Charlotte said from previous discussions at Board meetings with Deborah, Deborah knows the Board is not pleased with her job performance and things need to change. Charlotte Parker made a motion for the Board to give Deborah a written plan which specifically states what restaurant inspections they want done and a time that the Board expects them to be completed. Bob O'Hanley seconded the motion and it was a unanimous vote.

PLAN REVIEW AND APPROVAL:

None at this meeting.

Meeting adjourned 2:15 PM