

BOARD OF HEALTH MINUTES  
NOVEMBER 18, 2015

The Meeting was called to order at 7:00 p.m. Present were Thomas Klem (TK), Chair, Cynthia Hill (CH) and John G. Schuler (JS). Also present were Julia Junghanns, (JJ) Director of Public Health and Patti White, Department Assistant.

7:00 p.m. Public Comment. Linda Segal – 9 Aqueduct Road- speaking for self, thank you to the Board for your work on article 3 (Municipal Parcel) and for protecting the environment. The Raytheon annual PIP meeting will be held on December 3<sup>rd</sup> at 7pm in the Selectmen meeting room. This is the team that has done all the work on the Former Raytheon parcel, which is now Town Center, L.S.P., Ben Gould will be there, as well.

7:05 p.m. **10 Chestnut Road- Owner Joe Dorr- Demo and new construction on an undersized lot in a Septic Zone II.**

The septic plans meet Wayland Regulations for new construction (the house was grandfathered as a two bedroom, at a prior BoH meeting Sept. 2014). They came before the board with this project and the one thing that was needed was to change the property line (combining into 1 lot). The property is an undersized lot in a septic zone II, undersized for nitrogen loading but grandfathered. A conventional septic design is proposed.

This will be a two bedroom house as discussed at the previous meeting in September 2014. The existing lot is the combination of the two adjoining lots that have been combined and the documents have been filed with the Registry of Deeds.

Mr. Dorr is presenting to the Board a letter (not included in board packet) from an engineer regarding the condition of the present structure. The plans for the new house were reviewed, and the square footage was reviewed. It is within the Board's policy for any projects that may need variances. There were comments made that the house size appears reasonable for the lot (not huge). There will be a new conventional septic system that meets Town and State Regulations for new construction. The existing septic system is a cesspool so this will be a big improvement from that.

Linda & Jim Thompson - 22 Sycamore Road (previous owners) feel the new house will fit in well with the neighborhood, as it is developing- several houses in the neighborhood have been rebuilt.

Karen Reid 10 Sycamore, neighbor, regarding structures on the pond, some are a bit modern, but the houses back from the water are more detailed with a New England feel. It is quite similar to the house next door at 3 Chestnut.

#2 Chestnut is going for sale today, may likely propose a tear down/rebuild. Another house on Sycamore is looking to go to foreclosure.

The Board has no concerns, as of November 18, 2015 as per the plans house and septic plans for 10 Chestnut Road, plans dated October 27, 2015.

7:25 p.m. Mike Wegerbauer has joined the meeting.

7:25 p.m. Discussion of Additional Administrative hours in Health Department  
The cutoff time for submittal to be heard by the Personnel Board is November 30.

MW: DPW is looking for maintenance workers. They are submitting a summary for Personnel Board review. Due to the new work at the high school and new D.P.W. building, also, the change in number of sports fields to be maintained. We had 47 fields now we have 74 fields, also for improve/cemetery upkeep.

MW: the information as presented for the Health Department is anecdotal; we need something more bulleted and with numbers to prove the added support is needed:

25 hours public health nurse (formerly a contracted position from Parmenter)

5 Community Health Nurses came on board (formerly contracted positions)

Account for increased activity (inspections)

Munis permitting time from X to now to Y and total permits

MW: maybe this could be a seasonal budget item for now until we have more time to look at this closer.

JS: is there a slower season(s)?

JJ: depending on the weather, there are busier seasons for construction; site work (soil testing, septic installations and repair work of components), and all the related Munis entry. If the weather is mild in the winter then it can stay busier, during the holidays it can slow down. We also have busy seasons that relate to food and annual permit renewals, preparation of paperwork, mailings, and receiving all the paperwork and money.

MW: if the time being used is waiting for papers being copied for people at the counter, then we could look into having a company contracted to come in and scan the records, and then they could be accessed online.

JJ: there is a town-wide initiative for document scanning that is part of the IT master plans with the new IT position that will be looked at. I will inquire for verification. There have been many meetings regarding IT/scanning/land use where this was discussed and there is a plan for coordination of all land use departments. If you look at Building Dept. as an example compared to Health Dept., it's clear we have a lot more staff to support.

TK: agrees that we should have the 2 page document reformatted into a bulleted format.

JS: Feels that before we present a permanent part-time position to the Personnel Board, the BoH should see the new information as re-formatted beforehand and how it would be presented. We need to talk this through more. Can we meet again before the Personnel Board meeting?

CH: Decisions like this should never be made without a 2<sup>nd</sup> meeting to discuss further. Feels that there is a need for administrative help, maybe go for full-time.

MW: says he thought from our last meeting understanding that we were starting a discussion for this process for the next budget period. Not necessarily for this budget year. Feels the memo/presentation needs more work, and then discussion with BoH. Is there some kind of used ratio the town uses for admin support to be provided?

JJ: I will look into that, I am not aware of a ratio. We did not address this earlier (years ago) as Steve C. did not want to look for more Admin hours when the nurses first came on board, however, it was discussed and reviewed at one point and it did not go through. Then we had the complicated situation with the admin staff working in the Health Dept. from another department and Patti's hours had been cut. That was very confusing and it would not be clear what the needs are or how to explain the situation to PB/Fincom. Then we were short staffed Bill's position for 10 months. Now that we are back to normal staff coverage and Patti's hours are back to full-time, we thought it should be formally discussed/addressed. When we discussed at the last meeting it was decided to go on to our next agenda for this meeting. If we want it to be in the budget for FY17 the deadline for new staff requests and information to the Personnel Board (PB) is 11/23/15 for PB meeting on 11/30/15. We can continue this discussion and work on pulling together more information going forward to present to the board, more numbers, phone calls, walk-ins and other statistics.

MW: Can we work this as a “seasonal temporary services”

JJ: we have a professional services line item, that is used for septic and building plan reviews, it’s called “professional services” could this line item be expanded for “clerical- office staff support”?

JS: can this be done as a temporary item while we continue to further discuss the need for a permanent part time position?

**MW: Motion to create a new line item for Fy17 for \$8,000.00 for seasonal/temporary office support. To support various initiatives. TK: second vote 4-0**

JJ: to check into this and see if we can request a new line item to offer office support (Operating budgets for FY17 have been submitted already, deadline is passed). Will advise Tom on this and what the process would be after information is obtained from HR/Personnel Dept.

8:45 p.m. **The bills have signed, the Directors report has been reviewed.**

**9:00 p.m. TK: Motion to adjourn, second CH; vote 4-0**

Respectfully submitted  
Patti White  
Department Assistant  
111615minutes  
APPROVED 121615