

# MONTAGUE BOARD OF HEALTH MEETING

Wednesday, March 27, 2019 – 5:15 pm  
Downstairs Meeting Room – Montague Town Hall  
Turners Falls, MA

## Meeting Minutes

**Present:** Al Cummings, Chair, Christopher Boutwell and Michael Nelson  
**Staff:** Gina McNeely, Health Director and Anne Stuart, Health Clerk

Meeting being recorded.

Al Cummings opened the meeting.

**Minutes:** February 20, 2019.

Michael Nelson **Motioned** to accept the February 2019 Minutes. Seconded by Christopher Boutwell.  
**Motion passes.**

**Minutes:** March 6, 2019.

Michael Nelson **Motioned** to accept the March 6, 2019 Minutes. Seconded by Christopher Boutwell.  
**Motion passes.**

**Director's Report:** February 2019.

The February Director's report will be tabled until the April meeting.

### **Discussion regarding King Information Systems – making space in BOH Offices:**

- Gina reminded the Board that the Town of Montague has contracted with King Information Systems in the past. A few years ago Town Clerk, Deb Bourbeau, spearheaded a comprehensive records retention, storage and retrieval system that was sorely needed in Town Hall.
- Gina has contacted King Information Systems and retained their services to concentrate on Board of Health file retention and storage use in the next couple of weeks. There was some discussion of using a different filing cabinet system (Doctor's offices/lateral file cabinet) which would be more space efficient, provide lockable and secure cabinets and in some cases fire proof cabinets for our record keeping needs. King Information Systems are expected to start the process on April 4, 2019.

### **Discussion relative to amending the Board of Health Body Art Regulations to replace the Quincy Skin Course with the Berkshire Community College's "Life Sciences for Body Artists":**

- Gina informed the board that the Quincy, MA "Skin Course" previously taught by Ruth Jones is no longer available.
- A Berkshire Community College professor/physician (Dr. Frank Schickor) has developed a 3 hour course entitled "Life Sciences for Body Artists" which covers the skin system along with a focus on communicable diseases and pathogens for Body Artists.
- Gina has reviewed the syllabus and has spoken to Frank Schickor, MD, she feels that the Berkshire Community College course will fulfill the requirements previously filled by Quincy Skin Course.

- The Life Sciences for Body Artists and the former Skin Course are only acceptable for tattoo artists and NOT body piercers. Any art other than tattoo requires college level anatomy and physiology, no exceptions.

#### **Local Upgrade Approval for 369 Old Greenfield Road, Montague, MA.**

- Given Gina has been without an Assistant since November 1, 2018 some septic plans are being reviewed by Stephen Ball, RS. Stephen Ball reviewed the plan for 369 Old Greenfield Road prepared by Shawn Kimberly, PE for a 3 bedroom home without a garbage grinder. The plan calls for the installation of a new 1,500 gallon two compartment septic tank with an outlet filter. Mr. Ball approved this plan which requires the Montague Board of Health grant the following local upgrade approvals (LUA's):
  - 310 CMR 15.405 (1) (e) A reduction in the setback of the soil absorption system from a bordering vegetated wetland from 50 feet to 39 feet.
  - 310 CMR 15.405(1) (e) A reduction in the setback of the soil absorption system from a bordering vegetated wetland from 50 feet to 19 feet.
  - 310 CMR 15.405(1) (b) A reduction in the setback from the soil absorption system to a cellar wall from 20 feet to 15 feet. (An impervious barrier between the soil absorption system and the cellar wall is provided.)
  - 310 CMR 15.227 (5) An approval to allow the separation between estimated seasonal high water table and the outlet of the septic tank from 12 inches to 2 inches.
- According to Stephen Ball RS the plan appears to comply with the Massachusetts requirements of 310 CMR 15.000.

Michael Nelson **Motioned** to accept the above local upgrade approvals as requested by Shawn Kimberly, PE, for the property located at 369 Old Greenfield Road, Montague, MA. Seconded by Christopher Boutwell. **Motion passes.**

#### **Review of Board of Health Continuity of Operations Plans:**

- The Board reviewed the Plan and made minor adjustments and additions to the overall Continuity of Operations Plan. Anne Stuart will make the needed revisions and email them back to Michael Nelson for final review.

Michael Nelson **Motioned** to have Anne Stuart make the needed additions and revisions to the Board of Health Continuity of Operations Plans and then have all members sign. Seconded by Christopher Boutwell. **Motion passes.**

#### **Discussion regarding the candidates for the position of Director of Public Health:**

- The Board had a chance to review the cover letters and resumes submitted by the finalists for the position of Director of Public Health. Two of the three candidates had strong varied background, certifications and skills necessary to fill the position. The third candidate had a strong public health education but no Local Board of Health inspectional or administrative experience. After some discussion the candidates were narrowed down to two. These two candidates were invited back for a second interview and were asked to submit written answers to questions germane to Local Public Health. The questions were crafted by Michael Nelson and Gina McNeely. After the second interviews it was decided to offer the position to candidate #1.

Michael Nelson **Motioned** to have Gina McNeely, Director of Public Health start negotiations with candidate #1 and to authorize offering the position of Director of Public Health to candidate #1 pending passing of the one year probationary period per the TOMEA contract and attaining the Registered Sanitarian Certification. Seconded by Christopher Boutwell. **Motion passes.**

Christopher Boutwell **Motioned** to adjourn the Montague Board of Health meeting. Seconded by Michael Nelson. **Motion passes.**

Meeting adjourned: 6:47 PM

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Documents:**

February Minutes

March Minutes

King Information Systems Letter

Stephen Ball RS Letter – 369 Greenfield Road

Continuity of Operations Plan

Resumes, Interview Questions & Answers