

TOWN OF GROVELAND

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**BOARD OF HEALTH
MEETING MINUTES
Thursday, December 13, 2018**

TOWN CLERK
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ATTENDEES: Elaine Wozny, RS, Chairwoman
Joan Scarl, RN, Member
Deborah Kadar-Hull, RN, Member
Deborah Ketchen, Health Agent
Claire Walsh, RN, Public Health Nurse
Lori Bentsen, Administrative Asst.

Meeting Open: 6:13 PM

AGENDA:

First item on the agenda is Public Health Nurse update. Claire told the Board that she needs a computer preferably a laptop and there seems to be some confusion regarding the computer. Claire said she selected a HP laptop from Staples and asked the Finance Director the procedure on purchasing this computer. The Finance Director told Claire that she knew a laptop was purchased from emergency preparedness funds approximately two (2) years ago. Claire told the Finance Director that there was no laptop at the public health nurse desk. The Finance Director told Claire that if the previous public health nurse has the laptop in her possession, the laptop needs to be returned to the Health Department as soon as possible because the laptop is town property. The Board agreed. Claire told the Board she held one (1) flu clinic with Walgreens at town hall on November 15 from 9AM – 11AM. The Board asked Claire about blood pressure clinics and Claire told the Board she didn't hold one in December but will hold one on January 17 and every month thereafter on the third Thursday of each month. The Board asked Claire for an update on the Ethics Commission issues and if she is in compliance with sections 17, 19, 20, 23. Claire told the Board that she has not heard anything yet from Attorney Sbarra but Claire said she thinks she did everything they asked her to do. Claire told the Board that she would call Attorney Duca at the Ethics Commission to see if she has heard from Attorney Sbarra. Wozny asked Claire for an update on her volunteer work. Claire said she resigned from the Elm Park Committee, the Activities Committee has been disbanded. Scarl said Friends of Veasey Park we think you're OK because you are just the liaison between management and friends. Claire said the Historical Society she will never give up and was told she doesn't have to resign because it is a private incorporated entity. Claire said she did have to resign from the Community Preservation Act Committee.

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Next on the agenda is review minutes for approval. Searl made a motion to approve meeting minutes of September 27, 2018 with amendments to the second paragraph, Kadar-Hull seconded and it was a unanimous vote. Wozny entertained a motion to approve meeting minutes of October 17, 2018 with amendments to the second and third paragraph, Kadar-Hull made a motion to approve meeting minutes of October 17, 2018 with amendments to the second and third paragraph, Searl seconded and it was a unanimous vote. Searl made a motion to approve meeting minutes of October 29, 2018 with one (1) amendment to the first paragraph, Kadar-Hull seconded and it was a unanimous vote.

Next item on the agenda is 2018 Town Report. The Board reviewed the town report and made several revisions and the addition of acknowledging the retirement of Anita Wright, RN, Public Health Nurse after 27 years of service to the residents and the Town of Groveland. Searl made a motion to approve the 2018 Town Report with revisions and the addition, Kadar-Hull seconded and it was a unanimous vote.

Next item is the FY2020 Health Department Budget. The Board said they want to request from the Finance Board the two (2) additional hours for the health agent and the administrative assistant because of the demands of an increased workload due to new construction at Atwood Estates, Nichols Village, Wood St., Salem St. and because of the increased number of older septic systems requiring replacement due to failure. The Board asked Lori to complete the required paperwork, cover letter, excel spreadsheet calculations with the increase in hours, etc. and submit to the Finance Director. Searl made a motion to approve the FY2020 Budget with the two (2) additional hours for the health agent and the administrative assistant, Kadar-Hull seconded and it was a unanimous vote.

Meeting adjourned: 8:10 PM

Next Board of Health meeting to be announced.

Minutes transcribed by Lori Bentsen, Administrative Asst.