

MEETING MINUTES OF THE DOVER BOARD OF HEALTH - July 13, 2022

Held remotely via zoom - meeting recorded

Present: Dr. Kay Petersen, Chair; Dr. Stephen Kruskall, member; John Quackenbush, member;

Agent Michael Angieri, Septic Systems; Agent Felix Zemel, Wells; Karen Hayett

1. Meeting called to order at 6:31 pm
2. Recordings for the Board - The question arose as to whether or not the practice of recording the meetings taking place via Zoom should continue. After a discussion, the Board decided to continue with the recordings, at least for the time being.
3. Wells - Felix reported that it had been a fairly quiet month:
 - 2 Raleigh Road - Application for a well abandonment permit
 - 19 Miller Hill Road - A new well plan has been submitted
 - 10 Hartford Street - Application for 5 geothermal wells; geothermal wells adhere to state regulations
4. Septic Systems
 - 30 Main Street - John made a motion seconded by Steve to approve septic system plans dated June 23, 2022 for a 4 bedroom house and no garbage grinder subject to the owners signing the deed covenant and final review by the Septic Systems Agent. The motion passed unanimously.
 - 21 Old Farm Road - Steve made a motion seconded by John to approve septic system plans dated May 12, 2022 for a FAST System with Drip Irrigation and no garbage grinder subject to the owners signing the deed covenant and final review by the Septic Systems Agent.
 - Red Robin Pastures - Mike reviewed the septic system plans for this 40B project with the Board for Title 5 compliance. Abutters were not notified as the project owners were not seeking relief or variances from Title 5.
 - 4 Picardy Lane - John made a motion seconded by Steve to approve septic system plans dated July 7, 2022 for an Eljen System for a 4 bedroom house and no garbage grinder subject to the owners signing the deed covenant and final review by the Septic Systems Agent.
 - 8 Greystone Road - John made a motion seconded by Steve to approve septic system plans dated July 7, 2022 for a new 4 bedroom house to be built on a previously developed lot and sized for a garbage grinder subject to final review by the Septic Systems Agent.

5. Health Agent Position - There was a discussion about which job sites would be best for posting the position in addition to the Massachusetts Municipal Association (MMA) where it has already been posted. The Board decided that the job posting would now go on the Massachusetts Health Officers Association (MHOA) and the Massachusetts Environmental Health Association (MEHA) websites.
6. There was a discussion about the best approach to interviewing candidates for the Health Agent position. All Board members expressed their own desire to meet with each candidate individually. Currently, there are two applications for the position.
7. Presentation on the Shared Services Grant - Diana Acosta, Shared Services Coordinator/Manager gave an overview of the award. The Towns of Dover, Medfield, and Needham will use the funds to provide additional public health services that would not otherwise be available. She explained that \$150,000 has been granted for FY23 to support increased capacity for the three towns with an additional amount of \$140,000 for contact tracing as there are concerns as case numbers continue to rise with the new COVID variant. Two part time health agents have been hired and are currently undergoing training.
8. Mike's Contract - Kay informed the Board that Chris and Kate have requested a copy of Mike's newly signed 6 month contract for review. She noted that changes to the contract may be necessary as Chris and Kate want the contract to be written with wording comparable to the standard template that was used for the temporary planner.
9. Temporary Administrative Assistant position - Kay informed the Board that she has been working on creating a job description for Linda's permanent position. Once the job description is completed, it will be reviewed/revise by Kate and then forwarded to the Personnel Board for classification.
10. Lunch Break Issues - Karen informed the Board of a personnel policy change: part-timers who work for more than 6 hours a day are now required to take an unpaid half hour lunch break resulting in help for residents being unavailable midday and an extended work day. For at least the past two decades, part time workers could volunteer to continue working through lunch break and be available to assist the public.

Karen reported that she had spoken with Chris on June 30 about this issue. He told her then that it was still possible to work through lunch if the Board first approved the practice after which HR/Personnel would assess the request.

Each member of the Board, individually, expressed his/her approval of allowing the administrative assistants to volunteer to work through lunch if and when they so choose to do so and request that the Town consider revising the current policy.

11. Camp inspections for Parks & Recreation - The Board discussed potential benefits of having a camp inspection done for the P&R Summer Club program even though it is exempt from the inspection requirement. The issue will be revisited before the start of next summer's camp season.
12. Meeting minutes approval - Steve made a motion seconded by John to approve the meeting minutes of June 6 as submitted, and May 9, June 21, and June 28, 2022, as amended. The motion passed unanimously.
13. Library signs - The new Head Librarian sent an email to Kay inquiring about signs in the bathrooms prohibiting disposal of diapers in the library trash "per the health department". Kay will inform her that the Board had not issued that directive and that she is free to remove the signs.
14. Housing Inspection - Kay requested that Felix contact her regarding the possibility of doing a housing inspection.
15. Water Emergency - Questions arose regarding who is the designated contact person/persons for water issues in town. Kay will check with Robyn Hunter.
16. At 9:00 pm it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Documents and Exhibits Used During this Meeting:

30 Main Street - plans dated 6-23-2022 and deed covenant
21 Old Farm Road - plans dated 5-12-2022 and deed covenant
Red Robin Pastures - 40B septic system plans
4 Picardy Lane - plans dated 7-7-2022 and deed covenant
8 Greystone Road - plans dated 7-7-2022
Shared Services powerpoint presentation