

MEETING MINUTES
Approved
February 19, 2008
Town Hall, Groton, Massachusetts 01450

Board of Health Members Present:

Jason Weber, Chairman; Dr. Susan Horowitz; Robert Hanninen

Others Present:

Debra Butcher; Bruce Dubey

Meeting Called to Order:

Chairman Weber called the meeting to order at 7:30pm.

Minutes:

The minutes of January 7, 2008 & January 22, 2008 were approved as amended.
The special session minutes of January 31, 2008 were approved as written.

Septic Permits Signed/Approved:

*None submitted.

Bills Signed/Approved:

- *Advance Security Systems-\$18.33
- *Airgas-\$26.98
- *Dennis K. Burke-\$191.34
- *Dennis K. Burke-\$230.89
- *E&R Cleaners (3 invoices @ \$26.51 each)-\$79.53
- *Global Montello Group-\$55.73
- *Verizon (SW)-\$20.70
- *Verizon Long Distance (SW)-\$.07
- *Verizon Wireless (SW)-\$33.40
- *Welch Welding & Truck Equipment-\$253.18
- *Covanta Haverhill-\$7,429.19
- *E.L. Harvey-\$1,767.15
- *Groton Herald-\$99.00
- *Verizon Long Distance (BOH)-\$.21
- *Verizon (BOH)-\$36.21
- *Commonwealth of Massachusetts (Notary Public Commission Fee)-\$60.00

GENERAL BUSINESS

FY09 Board of Health & Solid Waste Present: Bruce Dubey

Chairman Weber stated that the Board was tasked with providing a reduced budget to the Finance Committee and Board of Selectmen with a proposed 5% & 8% reduction in labor costs. He stated that he has been asked to prepare an impact statement if reductions were made to personnel.

Chairman Weber stated that Bruce Dubey and Tom Delaney met and “hashed” out details for shared resources among their departments. He stated that he researched the possibility of unbundling some services provided by Nashoba Associated Boards of

Health (i.e. nursing) and was told that it was not permissible. Chairman Weber said that he was also asked to look at the cost figures for mental health services.

Chairman Weber stated that services to residents would suffer if there was a reduction in hours both in the Board of Health office and at the Transfer Station but thought that this was out of the Board's hands at this point.

Member Horowitz asked Ms. Butcher to find out if there was any update from the Selectmen's office on the budgets and when we would be expected to find out anything.

Town Meeting Article – April 28, 2008

Mr. Dubey requested the Board's support for an article for the purchase of a new pick up truck with a plow attachment for the Groton Transfer Station. He said the maximum cost for the truck/plow would be \$30K. Mr. Dubey stated that he met with Capital Planning and they are in support of the purchase in FY09.

Mr. Dubey explained that they were currently using a 1986 Chevrolet pick up truck with over 90K miles that needs mechanical and structural repairs due to its age and poor condition.

Discussion followed concerning sharing the vehicle with the Highway Department. Mr. Dubey agreed that the vehicle would service them as well.

The Board voted unanimously to submit the article to the Selectmen and requested that the Selectmen know that the truck would be a shared resource with the Highway Department.

Bailer Shed – Award Contract

Mr. Dubey reported that (2) bids were received for refurbishing the bailer shed at the Groton Transfer Station at the bid opening on February 7, 2008. He stated that Town Meeting appropriated \$60K for FY08.

Five Star Remodeling & Construction, E. Hampton, MA
\$56,650.

LeClair Roofing & Weatherproofing, Tewksbury, MA
\$69,995.

He requested that the Board award the bid to Five Star Remodeling,

Member Horowitz recommended that references are checked with the Better Business Bureau and to contact the East Hampton Building Department for their reference.

Member Horowitz made a motion to award the contract to Five Star Remodeling contingent upon a favorable reference from the Better Business Bureau. The motion was seconded by Member Hanninen.

VOTE: Chairman Weber-Aye; Member Hanninen-Aye; Member Horowitz-Aye

Board of Health – Work Schedule

The Board voted unanimously to amend the work schedule for their office administrator during the week that she attends evening Board meetings. Chairman Weber stated that Ms. Butcher currently reports to work late on the mornings after evening Board meetings. He asked the Board to support a change where Ms. Butcher would leave early instead on days after evening meetings.

The Board members had no objection to the change in schedule and voted unanimously to support it effective March 17, 2008.

Truax, 124 Mill Street

Ms. Butcher reported that there has been no compliance from Mr. Truax concerning his property at 124 Mill Street as ordered by the Board of Health. She said that Health Agent Ira Grossman requested that the Board take a position on whether they wanted to file a complaint against him in Housing Court.

Hearing no objection, Member Horowitz made a motion to file the complaint. The motion was seconded by Member Hanninen.

VOTE: Member Hanninen-Aye; Chairman Weber-Aye; Member Horowitz-Aye.

Payroll Process

Member Horowitz requested that payroll is processed the same way it was previously done where the Board signs timesheets during their Board meetings.

Ms. Butcher explained that the current process required by the Town Accountant is for payroll, with a Board signature on it, is submitted on Monday mornings by 9am. She said that this forces Bruce Dubey to prepare payroll, come to Town Hall and pick up her timesheet, and then hand carry them to Member Horowitz for her signature and then back to Town Hall for submission to the Town Accountant. She said that this is all done on Mr. Dubey's day off (Monday) and without him being paid for his time.

Member Horowitz requested that Ms. Butcher research how other departments handled payroll, especially those who report to a Board and to speak with the Town Accountant about changing the process back to its original way.

The meeting adjourned at 8:30pm. Ms. Butcher stated that she needed to remain in the building in order to prepare her bills that were due on Wednesday at 9am.

GROTON BOARD OF HEALTH

Jason Weber, Chairman

Dr. Susan Horowitz

Robert Hanninen

Respectfully Submitted,
Debra A. Butcher