

**Halifax Board of Health
Meeting Minutes
Wednesday, October 04, 2023**

On Wednesday, October 04, 2023, a meeting of the Halifax Board of Health was held at the Halifax Town Hall.

Present at the meeting were:

Candice Greene, Chair
Pamela Engstrom, Co-Chair
David Hatch, Clerk
Robert Valery, Health Agent

The Board of Health opened at 6:41pm. The chair announced that the meeting was being recorded by Area58 and could be viewed on YouTube:

<https://www.youtube.com/watch?v=642ASyjQxLs>

Disposal Works Permits:

1. Ratify Agents Approval:

a. 31 Twelfth Avenue:

- i. Agent updated Board that a sieve analysis was done instead of a perc test and a reduction to 3.1' was requested.**

A Motion was made to ratify the Agents approval with the reduction for maximum feasible compliance, 1 sieve analysis, and 2 the bottom of the SAS to be 3.1' to ground water instead of the 4' required.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

- b. 111 Lingan Street: Waiting for revisions from Steve Nelson. Carried-over.**
c. 359 Plymouth Street: Waiting for revisions from Grady Consulting. Carried-over.

Discussion Items/Actions to be Taken:

1. Open Meeting Law Complaint: A complaint was filed with the Attorney General's office by Patrick Higgins on 09/06/23. Allegations:

- a.** Discussed items that were not listed on the posted agenda. There was no amended agenda posted on the town's website. Under item 1 on the agenda, the Board was going to discuss and deliberate on "Disposal Works Permits" for the following 3 addresses: a. 101 Annawon St., b. 56 Aldana Rd, c. 337 River Street. In real time the added "48 Madison St" and "300 Thompson St," which Bob Valery, the Health Agent, referred to as "just came in and

that's why they were added." See video of the meeting at <https://www.youtube.com/watch?v=XJ5yqOhZnc8>

- b. They voted to approve certain expenditures of funds at 15:00 into the meeting referring to "f&g" when there are no items on the posted agenda as items "f&g."
 - i. **It has been requested by Mr. Higgins that all members of the public body attend a formal open meeting law training webinar to learn and comply with open meeting laws. The schedule can be found at <https://www.mass.gov/info-details/open-meeting-law-trainings>.**
- c. On 09/20/23 Chair Greene read into record the instructions for a Public Body that receives an Open Meeting Law Complaint:
 - i. The Chair must disseminate the complaint to the members of the public body.
 - ii. The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
 - iii. After review, within 14 business days, the public body must respond to the complaint in writing and must send the Attorney General a copy of the complaint and a description of any action the public body has taken to address it. At the same time, the body must send the complainant a copy of its response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
 - iv. If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.
 1. **Chair Greene reviewed the complaint and entertained a motion for the Board to vote.**

A Motion was made to approve Bob Valery, Health Agent to respond to the open meeting law complaint filed by Patrick Higgins on 09/06/2023.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

Agent Valery acknowledged the request by Mr. Higgins that all members of the public body attend a formal open meeting law training webinar to learn and comply with open meeting laws. The schedule can be found at: <https://www.mass.gov/info-details/open-meeting-law-trainings>

2. Agent Report: C2-9 Lydon Lane: Update

- a. **Agent Valery updated the Board that there has been almost no change since the last update. The unit still needs a smoke alarms done, bathroom cleaned,**

4-bags of trash was thrown away by Agent and owner is working on getting cleaning company. The unit is habitable if they are conducting cleaning conditions. Once smoke alarms are hardwired, the uninhabitable sign can be removed.

Affirm Bill Paid:

1. Payroll for the Week Ending September 23, 2023

- a. Robert Valery, Health Agent
- b. Robert Buker, Shared Services Coordinator
- c. Margaret Selter, Administrative Assistant
- d. Patricia Sanda, Secretary
- e. Brian Kling, Animal Inspector

A Motion was made to affirm Payroll for the Week Ending September 23, 2023.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

The Following to be approved, signed and/or voted on:

1. Payroll for the Week Ending October 07, 2023

- a. Robert Valery, Health Agent
- b. Robert Buker, Shared Services Coordinator
- c. Margaret Selter, Administrative Assistant
- d. Patricia Sanda, Secretary
- e. Brian Kling, Animal Inspector

A Motion was made to approve Payroll for the Week Ending October 07, 2023.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

2. Meeting Minutes:

- a. September 06, 2023, Meeting Minutes (Approved 09/20/23) *Co-Chair signed*

A Motion was made to approve September 06, 2023, Meeting Minutes.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

- b. September 20, 2023, Meeting Minutes

A Motion was made to approve September 20, 2023, Meeting Minutes.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

3. Expense Account# 01-512 – FY 23-06

a. G&L Labs: Beach Testing – Invoice# 109285: Total: \$450.00

- i. 08/01/23 – 2@\$45.00=\$90.00
- ii. 08/08/23 – 2@\$45.00=\$90.00
- iii. 08/15/23 – 2@\$45.00=\$90.00
- iv. 08/22/23 – 2@\$45.00=\$90.00
- v. 08/29/23 – 2@\$45.00=\$90.00

b. WB Mason:

- i. Invoice# 241341214 – Business Cards (*Peggy Selter*) – \$21.50
- ii. Invoice# 241292685 – 2-Door Refrigerator - \$379.99
- iii. Invoice# 10022023 – 4-Draw Legal Cabinet - \$794.54
- iv. Invoice# 241362164 – 2 Mesh Business Card Holders - \$9.46
- v. Invoice# 241187063 – 2 Posit-it Note Blocks - \$18.75
- vi. Invoice# 2412627373 – 2 Desk Draw Organizers- \$11.50

A Motion was made to approve Expense Account# 01-512 – FY 23-06.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

4. Revolving Account# 25-513 – FY 23-05

a. G&L Labs: Beach Testing – Invoice# 109285: Total: \$675.00

- i. 08/01/23 – 3@\$45.00=\$90.00
- ii. 08/08/23 – 3@\$45.00=\$90.00
- iii. 08/15/23 – 3@\$45.00=\$90.00
- iv. 08/22/23 – 3@\$45.00=\$90.00
- v. 08/29/23 – 3@\$45.00=\$90.00

b. Spath Engineering – Invoice# 09202023 – Plan Review – 31 Twelfth Avenue – \$85.00.

c. Webby Engineering – Invoice# 09222023 – Plan Review – 111 Ligan Street – \$85.00.

d. John DeLano – Invoice# – Plan Review – 359 Plymouth Street – \$85.00.

A Motion was made to approve Revolving Account# 25-513 – FY 23-05.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

5. iPad Gift Account# 26-514-4830-02 – FY 23-03

a. AT & T Mobile:

- i. BOH Nighthawk Device – Aug 12 to Sept 11, 2023 – \$80.46.
- ii. BOH Tablet & Agent Cell Phone Usage– Aug 12 to Sept 11, 2023 – \$78.22

A Motion was made to approve iPad Gift Account# 26-514-4830-02 – FY 23-03.

Motion: Pamela Engstrom

Second: David Hatch
All in Favor (3-0)

6. Public Health Excellence Grant Account# 25-516-5430-189 – FY 23-07

a. WB Mason: Total: \$151.20

- i.** Invoice# 241341214 – Business Cards (*Robert Valery*) – \$25.20
- ii.** Invoice# 241341214 – Business Cards (*Kayla Smith*) – \$25.20
- iii.** Invoice# 241341214 – Business Cards (*Jeanmarie Joyce*) – \$25.20
- iv.** Invoice# 241341214 – Business Cards (*Eric Badger*) – \$25.20
- v.** Invoice# 241341214 – Business Cards (*Robert Casper*) – \$25.20
- vi.** Invoice# 241341214 – Business Cards (*Paula Ross-Clapp*) – \$25.20

b. Kayla Smith:

- i.** Reimbursement: REHS Exam Preparation - \$499.00
- ii.** Health Inspector Interview – 3hours = \$235.00

c. Robert Buker – Reimbursement: MHOA Conference - \$670.00

d. Robert Casper – Health Inspector Interview – 3hours = \$197.00

A Motion was made to approve Public Health Excellence Grant Account# 25-516-5430-189 – FY 23-07.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

7. Permits: (*With condition all required documents are submitted to the Board of Health office*)

- a.** Just the Dip (JTD DWLLC) – 2023 Seasonal Mobile Sood Truck
- b.** 20 Ridge Road – 2023 Geothermal Well
- c.** Joseph Kehoe – Joseph F. Kehoe Contracting – 2023 Septic Installer's Permit
- d.** Paul Gouveia – Paul's Title V Services – 2023 Title V Inspector

A Motion was made to approve a-d as listed.

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

Adjournment

A Motion was made to adjourn the meeting at 6:51pm.

Motion:

Motion: Pamela Engstrom

Second: David Hatch

All in Favor (3-0)

Respectfully typed and submitted, October 18, 2023
By Peggy Selter, Administrative Assistant



Candice Greene, Chair



Pamela Engstrom, Co-Chair



David Hatch, Clerk