



TOWN OF HALIFAX COMMONWEALTH OF MASSACHUSETTS

Board of Health

499 Plymouth Street, Halifax, MA 02338

*Telephone: (781)293-6768 *Email: peggy.selter@halifax-ma.org

Agenda

**In Person Meeting, Wednesday, October 04, 2023
Beginning at 6:30pm in the Selectmen's Meeting Room**

RECEIVED

10/2/2023, 12:24:01 pm

HALIFAX TOWN CLERK

Disposal Works Permits:

1. Ratify Agents Approval:

- a. 31 Twelfth Avenue: Ratify
- b. 111 Lingan Street: Waiting on revisions from Steve Nelson
- c. 359 Plymouth Street: Out for review with John DeLano

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 cam 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. **Board vote to approve Health Agent resend his response previously sent to complainant and Attorney General's Office.**



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

Affirm Bill Paid:

1. Payroll for the Week Ending September 23, 2023 (*Chair signed*)
 - 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

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
2. Meeting Minutes:
 - a. September 06, 2023, Meeting Minutes (*Co-Chair needs to sign*)
 - b. September 20, 2023, Meeting Minutes (*All sign*)
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
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



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- b. Spath Engineering – Invoice# 09202023 – Plan Review – 31 Twelfth Avenue – \$85.00.
 - c. Webby Engineering – Invoice# 09222023 – Plan Review – 111 Lingan Street – \$85.00.
 - d. John DeLano – Invoice# – Plan Review – 359 Plymouth Street – \$85.00.
- 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
- 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
- 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