

HAMILTON BOARD OF HEALTH

TUESDAY, FEBRUARY 23, 2010

Members Present: Lindle Willnow, Karen Zagorski, Susan Wilfahrt, and Health Agent Leslie Whelan.

Meeting Opened: 7:41 p.m. at Hamilton Town Hall

Discussion – Incident Command Job Descriptions, Personnel and Training

Discussion was on incident command job titles including public information officer, incident commander, liaison officer, and chiefs of operation, finance and logistics. These were not used during recent flu clinics. To do incident command, participants have to take the 100 and 700 exams that can be found online. There is also a two-day course that members of the fire department may have done.

Health Agent Leslie Whelan will speak with Ann Marie Cullen, ECO director, Police Chief Russell Stevens and Fire Chief Phil Stevens.

Willnow agreed to look into the job description for the public information officer, a likely match for the chairman of the Board of Health. Whelan will research information on a public information officer course. Susan Wilfahrt volunteered for any medical positions and wanted more information on the hours required for training courses. The Town's public health nurse could be medical coordinator or dispensing site manager.

The Board agreed to match job descriptions with Town employee and volunteer positions rather than with individuals. Whelan will see what is done in other towns.

Discussion – Zachary Peters attending meeting regarding 73 Lake Drive

Abutter Zachary Peters of 67 Lake Drive expressed concern about a septic system plan that was approved for property at 73 Lake Drive owned by Paul Ricker. Plans for upgrading existing cottage outlined a one-bedroom. However, Peters said construction plans show a one bedroom with another big room containing a washer and dryer, and a full basement, and should not have been allowed without a variance. A deed restriction was included in the file along with the building plan in 2009. Peters said a variance and Department of Environmental Protection sign-off should have been used.

Peters thought if the property division and upgrade plan had gone through the proper channels the septic system plan would have contained the maximum set backs possible. The Lake Drive area has little cottages on small lots built in the 1940s.

Whelan explained that the 73 Lake Drive septic system plan was approved under the 1995 code. The structure was allowed to be built after changes were made in the 2006 code since the plan was already approved. She said the change between the two versions of the code wasn't significant enough to prompt the Board of Health to tell the property owner not to build the approved system and revoke the approved plan.

Language in 2006 version of the code that deals with deed restriction and whether or not a two-bedroom system could be built was changed. In the 1995 code, a septic system designed with a flow of 220 gallons per day is allowed if a deed restriction limiting use of the dwelling to two bedrooms is provided. In the 2006 code, the change reads that a system may be designed for flows of not less than 220 gallons per day. If a deed restriction is provided that models the Title 5 bedroom deed restriction, this would be limited to two bedrooms.

The Board of Health's website has been updated with the 2006 deed restriction requirement. The Board had been using the 1995 deed restriction information until the change in the code was realized. At the time the 73 Lake Drive plan was approved, the health department didn't realize the issue.

Since 2006 for a one to two bedroom house, the septic system should be designed for a three-bedroom house to accommodate system use when multiple people could be visiting the dwelling. In a case similar to 73 Lake Drive, where there is enough room on the lot, the Board would require the property owner to put in a three-bedroom septic system.

Peters didn't think the 110 gallons of flow per day (one bedroom) and deed restriction approved in 2009 for 73 Lake Drive could be enforced. Whelan thought the property owner would be amenable to redoing the deed restriction. The septic system at 73 Lake Drive was installed in April 2006 and inspected. The deed restriction was added when a building permit was applied for in 2009. The structure's foundation has been installed.

Whelan said the Board of Health followed the law to the best of its ability. The Board thought it would be reasonable to ask Ricker to put in a deed restriction (one bedroom) that is appropriate under the 2006 code. The Board will draft a letter to Peters explaining what steps were taken. This deed restriction would be registered at the Registry of Deeds and attached to the property.

Discussion – H1N1 Clinic Supplies

Discussion on economics of buying and storing non-perishable medical and office supplies for flu clinics. Whelan will investigate if it is cheaper to hire nurses versus using Partners Healthcare to run some of the flu clinics. The Board has access to local airport trailer storage for emergency preparedness items purchased in the last few years. The Board's administrative assistant Nancy Stevens is in favor of storing supplies at the former Hamilton public library building.

Review – 2009 Annual Report

The Board agreed that its 2009 annual report could be submitted. The Board of Health budget for FY'10 is \$47,000. If the budget were cut, the health department's fees would be cut back so that revenue and expenses remain even.

Review and Approve – BOH Minutes dated 12/15/09

Willnow moved that the Board approve the minutes from the December meeting. Wilfahrt seconded the motion. VOTE: Unanimous.

Administrative support while Board's assistant on vacation in August

Whelan will discuss with Stevens administrative support for the department while Stevens is on vacation for two weeks in August. It has to be determined if there is money in the budget to pay for administrative support to use Doris Cole. Seniors working on the tax abatement program could be used. Whelan is planning on taking vacation on August 25 through 27. Karen Zagorski volunteered to help, if needed.

Also discussed was that Board members have to complete the Ethics Commission test and return the appropriate form to the Town clerk's office, site visit to New England Biolabs, and that the Board needs to stay up-to-date on any planned development at Hamilton's landfill site.

Meeting Adjourned:

Willnow moved at 9:20 p.m. to adjourn. Wilfahrt seconded the motion. VOTE: Unanimous.

The Board's next meeting is on Tuesday, April 6.

ATTEST:

cc: Selectmen
Town Clerk

Planning Board
Conservation