



**TOWN OF MERRIMAC  
BOARD OF HEALTH**

2 School Street  
Merrimac, MA 01860  
Tel: 978-346-4066

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LOCATION: Remote

Board of Health Meeting Minutes Thursday May 14, 2021, 6:30 PM

- I. Call to Order: 6:38 PM by Members Christine Berube. Present, Jason Sargent. Irina Gorzynski. Health Agent Deb Ketchen. Administrative Assistant Linda Ralph.
- II. Approve Agenda Approved- 3-0
- III. Approval of meeting minutes from April 27, 2021
  - a. Approved 3-0
- IV. Administrative Reports Approval:
  - a. Updated reports- Current permits issued, pumping records, Board roster
  - b. Motion to approve: approved 3-0
- V. Health Agent Reports:
  - a. 33 Harriman permit pulled to start installation. Bed bottom inspection 5/14/21.
  - b. 7 West Hadley new construction revised plan submitted on 5/11/21 for upgrade on tank to H-20
  - c. 6 High Street septic plans submitted. Waiting on review and approvals
  - d. Carriage Town Mobile Park trash complaint 5/5/21 and 5/10/21. BOH contacted park owner of whom was aware of the issue. A nearby mobile home was cleared out and caused the overflow issue. Health Agent continues to monitor
  - e. Re-inspection of 16 Lincoln Street 5/14/21 with Amesbury/Merrimac Housing authority prior to hearing. Update to come.
  - f. North East Housing Court Hearing scheduled for 5/20 regarding 16 Lincoln in regards to housing code violations.
  - g. Email correspondence from concerned parents in regards to mask wearing during sports. Health Agent guided parents to follow state guidelines.
  - h. Regional Vaccine Clinics to end 5/22/21.
  - i. Town Nurse contacted Health Agent and asked that the health agent be #1 representative and contact for 3A coalition meetings and nurse be alternative. To be added on town nurse job description.
  - j. 3A coalition meeting 5/12/21 at 1PM. Budget was passed for Merrimac BOH to receive funding for Emergency phones and IPADs. Board to decide where funds will be spent.
  - k. Continuing monitoring repair/replacement progress of 36 Heath Rd  
Motion to approve Health Agent reports: 3-0

VI. Old Business:

- a. Town Nurse Job Description amendment for BOH

AMENDMENTS

- i. Adding data entry to amendment
- ii. Health Agent to assume primary representative at 3 A coalition webinars and town health nurse to be alternate.
- iii. Iodine distro to be held at a clinic by town nurse
- iv. Quarterly reports to Board at the BOH scheduled meetings

Motion to approve discussed amendments: 3-0

VII. New Business:

- a. Motion to approve all board members eligible to sign/approve payroll for Health Agent, Administrative Assistant, and all other appointed employees paid by grants. All warrants approved to be signed/approved by all board members. Motion passed 3-0.
- b. Proposed town hall opening plans to open on 6/1/21 3 days a week from 9 am to 3 PM. Progressing to open fully on 8/2/21 M 8-7, Tues-Thurs 8-4 PM. Motion to approve accepted 3-0
- c. Chairperson on BOS changed to Ben Beaulieu (Information only)
- d. Town Finance/HR information regarding employee evaluations. Once a year on the employees start date. Compensation TBD then. Christine Berube to handle writing of evaluations. Approved 3-0
- e. Citizen Mask complaint email. Handled by health agent letting resident know we follow the state guidelines.
- f. Amendments to the town nurse to be finalized and sent to Chairperson/Members for approval on next meeting. Approved 3-0
- g. Microsoft Access licensure for BOH admin. Christine Berube to email to Finance. Approved 3-0
- h. New chairperson approved 2-0. Christine Berube appointed. Approved, 2-0 by Jason Sargent and Irina Gorzynski. Christine Berube abstained

VIII. Meeting adjourned by member Christine Berube at 7:27 PM. Approved, 3-0

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Chairperson: Christine Berube

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Member: Jason Sargent

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Member: Irina Gorzynski