



## TOWN OF MERRIMAC BOARD OF HEALTH

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

[boh@townofmerrimac.com](mailto:boh@townofmerrimac.com)

LOCATION: In Person Sargent Hall

Board of Health Meeting Minutes Thursday July 13, 2021, 7:00 PM

- I. Call to Order: 7:09 PM by Chairperson Christine Berube. Present members, Jason Sargent. Member Irina Gorzynski not present. Health Agent Deb Ketchen. Administrative Assistant Linda Ralph.
- II. Approve Agenda Approved- 2-0
- III. Approval of meeting minutes from May 27, 2021
  - a. Approved 2-0
  - b. Motion to move from Health Agent reports to Old Business first. Approved 2-0
- IV. Health Agent Reports:
  - a. COVID-19 vaccination results reviewed by board
  - b. JAMACO Race inspection completed.
  - c. 16 Lincoln Street ongoing, DCF involved.
  - d. Carriage Park trash complaint complied, ongoing monitoring
  - e. 12 Broad Street structure fire. Health Agent waiting on Landlord to complete repairs for occupancy check.
  - f. 13 Skunk Road, reviewed and approved.
  - g. Motion to approve Health Agent reports:2-0
- V. Old Business:
  - a. Town Nurse Job Description amendment for BOH discussed with Council on Aging Executive Director. The following amendments are to be completed by COA director.
    1. Page 2 paragraph 4, "Informs, educates, and empowers..." to include at the end of the paragraph Coordinates food safety, CPR, First Aid and Child Care (babysitting) classes. Also adding to same paragraph, Organizes, plans community vaccination and blood pressure clinics".
    2. Page 2, paragraph 13 to amend "Works with Fire Chief" to "Responsible for...".
    3. Delete Paragraph 15 page 2.
    4. Page 3 paragraph titled "Recommended Minimum Qualifications", Amend "Nursing Licensure plus at least two years of experience..." to "minimum of five years".
    5. Page 2 paragraph 6 amend "willingness and ability to use MAVEN..." to "Uses MAVEN...". Amend the end of the paragraph "...to the board of health..." to as directed by the Board of Health".

- b. COA Director to meet with Board of Selectman on 7/26/21 to get amendments discussed approved. Board of Health Chair and COA director to meet with Board of Selectman on 8/23/21 to approve moving Town Nurse oversight to COA director. Letter to be crafted to the Board of Selectman prior. Motion Approved: 2-0
- c. Request that Board be involved in second round interviews for any open position going forward at COA. COA Director, Brienne Walsh, agrees.

Motion to approve OLD BUSINESS. Approved 2-0

VI. New Business:

- a. Compensation Service Report: Chairperson to meet with Carol McLeod for further
- b. Motion to approve new business: approved 2-0

VII. Meeting adjourned by chairperson Christine Berube at 8:08 PM. Approved, 2-0

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Chairperson: Christine Berube

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Member: Jason Sargent

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Member: Irina Gorzynski