



**TOWN OF MERRIMAC
BOARD OF HEALTH**

2 School Street
Merrimac, MA 01860
Tel: 978-346-4066
boh@townofmerrimac.com

LOCATION: Teleconference

Board of Health Meeting Minutes Thursday April 27, 2021, 7 PM

- I. Call to Order: 7:02PM by Member Christine Berube. Present, Jason Sargent. Health Agent Deb Ketchen. Administrative Assistant Linda Ralph. Chairperson Matt Kirk not present.
- II. Approve Agenda Approved- 2-0
- III. Approval of meeting minutes from April 9,2021
 - a. Approved 2-0
- IV. Health Agent Reports Approval:
 - a. Septic plans available for review at 7 West Hadley Rd, 65 Locust Street.
 - b. Water test completed at 13 Skunk Rd.
 - c. Reports Approved 2-0
- V. Old Business:
 - a. Sprint bill submitted for pay off the balance. No word on whether it was paid off, waiting on next invoice.
 - b. New air purification system installed in town hall as of 4/27/21. No date for opening town hall yet.
- VI. New Business:
 - a. Health Agent/Coalition call: Coalition to provide emergency supplies (paid) to BOH departments to include new phones, 2 new IPADS, portable printer and ink, storage containers, carts, signage, and street cones.
 - b. Admin to provide information regarding annual review for town employees and any pertinent HR information. Parameters around raise percentages and cost of living percentages. Is there a 90 day review process for new employees. Can we instate them?
 - c. Discussion on the town nurse job description and the needs of the nurse to the BOH and to the COA amendment to job description. Hour allocation discussed and will be revisited on next meeting.
 - d. Motion for COA to take on oversight of town nurse. Approved 2-0
 - e. Schedule another meeting with COA to finalize the town nurse job description, May 20. Motion approved 2-0
 - f. Schedule BOH meeting prior to the 20th to finalize BOH portion of the job description.

VII. Meeting adjourned by member Christine Berube at 8:19PM

Merrimac Board of Health remotely approved minutes on 4/27/21

not present
Chairman Matt Kirk

Christine Berube
Member Christine Berube

Jason Sarent
Member Jason Sargent