



**TOWN OF WESTMINSTER**  
**11 South Street**  
**WESTMINSTER, MASSACHUSETTS 01473**  
**(978) 874-7409 • Fax (978) 874-7460**  
**BOARD OF HEALTH**

**MINUTES FOR JUNE17, 2015 BOH MEETING**

Board of Health Members in Attendance: Edward Simoncini Chairman; Dr. Michael Popik; Peter Munro; Health Agent Wibby Swedberg; Administrative Assistant Joyce Lucander; Heather Billings, Selectmen;

4:35 p.m. Ed announced that the meeting was open and was being recorded by Joyce.

4:30 p.m. The Board approved and signed voucher to reimburse Rita for a Healthy Homes Seminar that she had attended.

4:35 p.m. Agents Update:

1. Wibby set up a tour at the Water Treatment plant for July 1<sup>st</sup> Time set by the Board for 3:00 pm. We will return for a regular Board Meeting for 4:30 pm.
2. Received an application on Shore Avenue for the Septic Loan Program. This property has a failed Title V on Wyman s Pond. The application met the guidelines. The Board was in favor of this application for the loan program.
3. Wibby had spoken with David Shemligian, owner of Sargent Road apartments. He was not aware of the open trench down Sargent Road. He said he will contact Curtis Septic to learn when they plan to start the project. Wibby will work on a commitment letter with a start date for Curtis Septic.

Board Members Concerns:

1. Peter will give to Ed his input for Wibby's performance for the past year.
2. Ed will complete Wibby's performance review.

4:50 p.m. Wibby gave an update on 35 Woodland Drive property. The owner was not able to hire a backhoe & operator for the 16<sup>th</sup>. He will reschedule. He intends to have his own Soil Scientist present. Wibby will follow up with the owner on some dates she and Bernie Sullivan can be present. The Board will wait to set a deadline on this to see if the owner followed through. The goal is to have this done by the end of July.

Dr. Popik would like to have clarification on the Consumer Confidence Report on the town water supply. The Board still wants someone come to a meeting to discuss. One of the questions the Board asked is if all the residents on town water receive this report in the mail or a notice of where it is available.

5:03 p.m. Jason Pananos & Emily Hibbard from Vector Disease Control discussed with the Board what their company offers for integrated mosquito control.

1. Options on surveillance, monitoring, and testing for disease.
2. Larval surveying and inspections
3. Larval treatments and habitat management
4. Adult mosquito control
5. Public education and governmental coordination
6. Data collection, tracking, GIS mapping, analysis
7. Reporting and communication

The Board along with Heather Billings discussed how the company's programs could best fit the town's needs and budget limitations. The Board asked Jason for a breakdown of the fees per the different options he discussed. The Board is hoping to present information so the public can make an informed decision if they want to proceed with some kind of mosquito control in town at the Fall Town Meeting. The Board thanked Jason & Emily for coming.



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5:47 p.m. Jonathan & Tina Wyman, Wyman's Auto update on water: town or well. Jonathan received a quote to tie into the water line. The amount was not within his budget. He received one quote on drilling a new well which is also very expensive. The Board suggested he gets quotes from other well drillers. There is shallow dug well on site. Jonathan discussed having a VOC's water sample test done to see what the results would be. The distance from the well to the new tight tank location is 38 feet. State Title 5 regulations state setback from a well to a tight tank is 50 feet. Wibby will take a water sample and the results will be ready for the next meeting. Jonathan and Tina will come to the July 1<sup>st</sup> meeting to discuss the water sample results with the Board and what will be next to do with the water.

5:58 p.m. Dr. Popik was concerned about the finding of dead birds on private property with the Avian influenza in birds across the Midwest. Residents need to know what to do if they come in contact with one. Wibby will discuss how to safely dispose of the birds with gloves on and wrap in newspaper and in a bag for the trash or use a shovel to bury the bird without touching it. If a large bird of prey or turkey is found on your property Dr. Popik asked if there is a contact phone number to call to have someone come and look to make sure it is not infested with the disease. Wibby will contact the state veterinarian, Dr. Catherine Brown to ask how to report large dead birds. The Board discussed getting a letter or article written to let the public know what to do if they did come in contact with a dead bird. Wibby and Dr. Popik will work together on this letter.

6:10 p.m. Review the town's/personnel departments proposed Classification Plan and Compensation Plan for Board of Health employees that includes new job descriptions. The Board would like to have Julie Belliveau, Personnel Administrator, or someone from the Personnel Board to come to the next meeting. Wibby will request more time for the Board members to look the changes over as they only meet 2 times a month. They will be comparing our current job descriptions to the newer ones. The Board wants to know the thought process behind the changes and to make sure the new job descriptions are in sync with the Mass State Law. The Board asked for Wibby to send a letter to the Personnel Department sharing the Boards concerns and request for someone to attend a meeting.

Wibby told the Board that she was told by Bernie Sullivan, Gardner's Health Director, that Gardner is going to be joining the Central Mass Mosquito Control District.

6:27 p.m. Ed made the motion to adjourn. Dr. Popik seconded the motion. Meeting Adjourned. All were in favor.

6:27 p.m. Meeting adjourned.

Edward Simoncini

Dr. Michael Popik

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Edward Simoncini, Chairman

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Peter Munro

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Dr. Michael Popik

Minutes were signed by Board members on 7/1/2015

Original signatures of file in BOH office.

Attachments:

Pamphlet on Vector Disease Control International

Town of Westminister, MA Draft Classification

Non-Union Positions Proposed Classification Level Characteristic Chart

Classification and Compensation Plan Employee Appeal Form

Draft Job Description Health Agent, Health Agent Assistant, Administrative Assistant



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