

approved 12/9/19



TOWNSEND BOARD OF HEALTH
272 Main Street
Townsend, Massachusetts 01469

Linda Johansen, *Chairman*
Office (978) 597-1713

Christopher Genoter, *Vice-Chairman*

Christopher Nocella, *Clerk*
Fax (978) 597-8135

Board of Health Meeting Minutes
Tuesday, November 12, 2019
Meeting Room 2 6PM

1. Preliminaries

- 1.1. Roll call. Meeting opened at 6:08 p.m. Rick Metcalf (RM), Chris Genoter (CG), and Linda Johansen (LJ) were in attendance.
- 1.2. Additions or Deletions. 2.9.1 – Added check processing; 2.2 Joan not present.

2. Appointments / Hearings

- 2.1. Recycling Fees Public Hearing Continuation – Opened at 6:10 PM. LJ motioned to continue to 11/25, CG 2nd, approved unanimously.
- 2.2. Tobacco Regulations removed. Joan not present.
- 2.3. 19 Smith Street. No variances. LJ motioned to approve, CG 2nd, approved unanimously.
- 2.4. 89 Fitchburg Road. CG motioned to approve design and to allow RM to sign the permit out of session including a 1-foot offset reduction if needed. LJ 2nd, approved unanimously.
- 2.5. 6 Apple Drive. D-box Permit no variances. LJ motioned to approve, CG 2nd, approved unanimously.
- 2.6. Outstanding items. No updates.
- 2.7. Recycling Committee Bylaw Update. None. Linda will send to town counsel for last review.
- 2.8. Reappointment of officers. Rescheduled to 11/25.
- 2.9. Allocation of office work. Continued discussion of activities that need to get done.
 - 2.9.1. Check processing. Linda will take some personal time next week to work from the office and consult the Accountant for what is required to pay bills and deposit checks.
 - 2.9.2. RM will continue to process Title 5 and septic permits and record payments.
 - 2.9.3. Recycling Committee. Linda will reach out to see if they need anything.
 - 2.9.4. Mailbox. LJ and CG will ask Town Clerk to open while in the building.
 - 2.9.5. Email will not be checked. LJ will inquire if an "out of office" message can be set by IT.

3. Work Session

- 3.1. Invoices. Town of Ayer \$150 signed.
- 3.2. Minutes for 10/17/19 & 10/28/19. LJ motioned to approve minutes for 10/17/19 with no revisions, CG 2nd, approved unanimously. Minutes 10/28/19 cancelled (LJ brought the wrong version).
- 3.3. Reviewed future agenda items and no changes. LJ suggested an Executive Session on 11/25 to discuss her character. Reach out to invite town counsel and TA to attend.
- 3.4. Adjournment. LJ motioned to adjourn at 6:43 p.m., CG 2nd, approved unanimously.