

Town of Heath Board of Health

minutes of 12/19/23

At the Heath Select Board meeting on Dec. 19, 2023, the Heath Board of Health was called to order at 6:30 pm by chair, Gene Garland with members Susan Gruen and Sheila Litchfield present, as well as Town Nurse, Claire Rabbitt, and citizens who were attending the Select Board meeting.

BOH Chair Garland stated the primary purposes of the meeting were to review the Town Nurse Job Description with the Select Board, to discuss the BOH Clerk position and Code Red/Reverse 9-1-1 call system backup personnel.

Gene indicated the BOH had reviewed, revised, and approved the version of the job description that was sent to the Select Board for their approval and that if additional changes were made tonight at this meeting the BOH intended to vote to approve those at this meeting.

Selectboard Chair Provost indicated the trigger to review the job description was financial as well as a need for the BOS to better understand the benefits to the Town in having a Town Nurse. Various benefits were discussed, including vaccination/immunization offerings to residents, limited VNA services in County, referral resources, emergency contact list, added strength in building community. It was agreed that the services provided to residents by the Town Nurse are a value-added service that should be maintained. A few points for clarification in the job description were discussed and consensus was reached on the edits needed.

The Board of Health voted unanimously to approve the edits to the Town Nurse Job Description. Sheila Litchfield agreed to send Hilma the job description with all edits made.

Regarding the BOH Clerk role, the BOH emphasized the importance of having accurate minutes of their meetings that are taken by the Clerk. Additional essential duties for that role include maintaining accurate records. It was agreed that we all needed to review the job description for that role.

Gene provided a property update regarding a trailer at the roadside at 594 Route 8A. Police Chief McDonough was asked to join the meeting by BOS Chair Provost; Chief McDonough reports he had visited the property several times and finds the residents are slowly dismantling the trailer with the intent to relocate it away from the roadside. The Chief and BOH will continue to follow.

Chair Garland informed the Select Board about new state-mandated training for BOH members. Susan Gruen described the extensive 35.5 hour required training modules and deadline, and stated the modules are done online, lasting about 1 hour to 1 ½ hours each.

Chair Garland stated the BOH had previously requested the Select Board approve Sheila Litchfield as tertiary support to be trained to implement Code Red emergency calls in the event Hilma Sumner or Tim Lively are unavailable. Hilma described the limitations of the current system which necessitates using the system only in serious emergencies impacting all residents. The Selectboard were uncertain a third person was necessary.

BOH meeting adjourned at 7:44 pm

Respectfully submitted,

A handwritten signature in cursive script, reading "Sheila M. Litchfield".

Sheila Litchfield