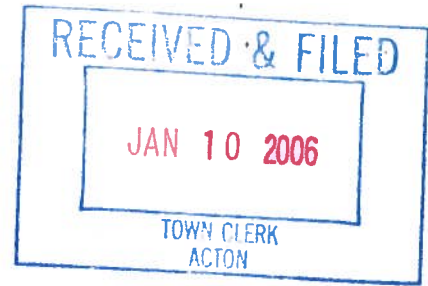


**Acton Board of Health  
Minutes  
November 28, 2005**



**Members Present:** William McInnis, Chairman, Joanne Bissetta, Member, Dr. Bill Taylor, Member and Philip Alvarez (Associate voting for Dr. Harting-Barrat) and Rita Dolan.

**Staff Present:** Doug Halley and Sheryl Ball.

**Others Present:** Richard Porter, Ruth Porter, Marlene Bergart, Dr. Tom Wong, Anne Ford, Steve Ford and Pamela Turci.

The meeting was called to order at 7:35 p.m.

**Minutes**

On a motion made by Ms. Bissetta, seconded by Dr. Taylor, the Board unanimously voted to accept the minutes of September 12, 2005 as amended.

On a motion made by Ms. Bissetta, seconded by Mr. Alvarez, the Board unanimously voted to accept the minutes of September 26, 2005.

On a motion made by Mr. Alvarez, seconded by Ms. Bissetta, the Board unanimously voted to accept the minutes of October 24, 2005 with corrections.

On a motion made by Mr. Alvarez, seconded by Dr. Taylor, the Board unanimously voted to accept the minutes of November 7, 2005.

**APHNS – Joelle Darcy, Nursing Administrator**

Ms. Darcy presented the Board with a few handouts highlighting the financial and physical challenges the Acton Public Nursing Service (APHNS) has faced in the last year. Ms. Darcy stated that there have been a lot of staff changes in the past year which resulted in the hiring of

contract employees which impacted the budget significantly. Ms. Darcy also noted that changes were made to correct the way the billing was done which will result in increased revenues. Ms. Darcy stated that a significant amount of money was spent on training to bring the six new staff members up to date. Ms. Darcy stated that the APHNS is faced with many obstacles including the age of their patients, (approximately 5 years older than most agencies have) and the referrals that they do get from other agencies are usually for people that need a lot of different services which costs the agency money. Dr. Taylor asked if each staff member provides multiple services or one specialty. Ms. Darcy stated that they are providing a high level of service to the general public and all staff members do everything. Dr. Taylor asked Ms. Darcy if most of the APHNS patients are short term or long term. Ms. Darcy indicated that we have mostly long term care patients. Mr. McInnis asked if we are JCAHO certified. Ms. Darcy stated that we are no longer required to be certified to bill insurances and the APHNS has decided to invest in our staff at this point in time but she will look into it again in the future. Ms. Darcy stated that they have implemented an internal audits system which she finds more productive. Dr. Taylor asked if we are certified by Medicare and if we are affiliated with MassPro. Ms. Darcy stated that we are Medicare certified and she is meeting with MassPro next week. Ms. Porter stated that the PAC is very pleased with the level of care that the APHNS is providing. Ms. Porter stated that the Professional Advisory Committee (PAC) agrees with Ms. Darcy's recommendation that we do not go forward with the JCAHO certification at this time. Ms. Bergart stated that she has been a member of PAC for the last 20-30 years and feels that it is important to train the staff. Dr. Wong stated that Ms. Darcy has tied up a lot of loose ends since she has been here. Ms. Dolan stated that the APHNS has done a great job with all the changes in staff. Ms. Dolan stated that the APHNS is 83 years old and that we are one of the few Medicare certified agencies sponsored by Board's of Health. Ms. Dolan also stated that we have a very transient community and we need to get the word out to the residents of Acton. Mr. McInnis stated that preparing for an audit by an agency puts undue stress on the staff and can understand that the agency should be concentrating on the patients care but would like to see an outside agency come in the future to make sure we are still in line. Ms Darcy stated that she is working at doing some creative marketing to get word out about our agencies services. Mr. McInnis stated that additional in-service programs would result in more exposure to the APHNS. Ms. Darcy stated that they are working with COA regarding programs on Diabetes, Blood Pressure, Flu Vaccines, Uninsured

vaccines, Disaster preparedness, Medicare cost report, etc. The Lions Club asked Ms. Darcy if the APHNS would like to do a health fair with them. The Board thanked Ms. Darcy for coming to the meeting and concluded that they would like to meet with her again in January.

### **Pamela Turci – Massage Practitioner**

The Health Department is in receipt of an application for a license to practice massage from Pamela Turci. Ms. Turci has completed all of the necessary documentation and will be working out of a newly licensed establishment (currently under review) Network Chiropractic of Acton, Acton, MA). The Health Department recommends approval of this request. Ms. Turci recently graduated from the Bancroft School of Massage. Ms. Turci asked about the license expiration date. Mr. Halley stated the all licenses expire on May 1<sup>st</sup>. Dr. Taylor asked if she would need multiple licenses from every town. Ms. Turci stated that there is a movement to make it state wide which has not been enacted. Ms. Turci is currently licensed with the Nashoba Board of Health. On a motion made by Dr. Taylor, seconded by Ms. Bissetta, the Board unanimously voted to grant a Massage Practitioner License to Pamela Turci.

### **Audubon Hill Road – Title 5 Inspection Repair Policy**

The Health Department is in receipt of a passing Title 5 from Audubon Hill South in May of 2004.. Audubon Hill had previously failed the Title 5 inspection due to the pump chamber being filled with external storm water. Audubon Hill has fixed that problem, cleaned it out and waited 6 months for proof that the system had been remediated. After the 6 months another Title 5 was done that passed. The Health Department agrees with the passing Title 5. The Board needs to accept the passing Title 5. On a motion made by Dr. Taylor, seconded by Ms. Bissetta, the Board unanimously voted to accept the passing Title 5 for Audubon Hill South dated October 13, 2005.

### **Yankee Village – 367 Mass. Ave.**

Yankee Village is before the Board due to they have not been able to meet the timeline that the Board granted on October 24, 2005. Ms. Ford, property manager for Yankee Village stated that she thought the timeline allowed her fourteen business days not 14 calendar days. Ms. Ford stated that Hope Engineering is currently working on the plans. Dr. Taylor asked for the

background as to why they are requesting this. Ms. Ford indicated that the treatment plant burnt down and will need to be re-constructed. Mr. Halley stated that the Treatment Plant due to the type of system will need to go through a special permitting process which will take some time. Ms. Ford stated that there are 45 units and they want to rebuild what they have. On a motion made by Ms. Bissetta, seconded by Dr. Taylor, the Board unanimously voted to grant temporary approval to Yankee Village to utilize their leaching fields as an emergency repair prior to approval of the new treatment plant with the following conditions:

1. Within 14 days the applicant must provide, in writing, to the Health Department, their decision of which permitting path they have chosen to follow to ameliorate their situation.
2. Within 14 days the Health Department must witness a deep test hole, in an area adjacent to the disposal field, for the purposes of determining the estimated seasonal high groundwater elevation. This evaluation shall be performed by a Certified Soil Evaluator in the Commonwealth of Massachusetts.
3. Within thirty (30) days, the applicant shall submit an application and plans for the reconstruction or replacement of the wastewater treatment system. The applicant shall also submit a compliance schedule with milestone dates for the project.
4. This emergency repair permit shall immediately become invalid if the applicant fails to adhere to the timeline set forth by the Board of Health. If the permit becomes invalid, the applicant shall immediately cease discharges to the disposal field and re-commence daily pumping of the onsite septic tanks.
5. This permit shall be valid until December 12, 2005. If at that time, the applicant can demonstrate acceptable progress to the Board of Health, one 30 day extension may be granted.
6. The applicant shall submit, in writing, acceptance of these conditions.
7. The applicant, or their agent, shall inspect the liquid levels in the distribution boxes, and the level of clogging in the effluent tee filters on a weekly basis, or as directed by the Health Department.

**Sewer District Repair Policy**

The Board discussed the language of Title 5 regarding the definition of Upgrade and Emergency Repair to check to see if minor repairs are allowable in the sewer districts. The words written in Title 5 can be open to interpretation and the Health Department wants clarification in the sewer policy. The two definitions need to be clearer. The Health Department gave the scenario if a tank were to be cracked and need to be replaced and the current regulation stated you need a 1500 gallon tank would this be an upgrade. Dr. Taylor asked where the Town will be in the next 25 years with public sewers. Mr. Halley stated that he cannot see a long term system in every part of the town but we are currently working on a CWRMP and are currently working on Acton's needs. Mr. McInnis stated that he would like the wording changed to reflect that an Emergency Repair can be done without being considered an upgrade. Mr. McInnis asked that the policy be changed and forward it to the Selectmen for their approval.

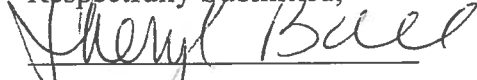
**Other –**

- Mr. Halley stated that the Town Counsel has indicated that the Associate Board members with voting powers may vote for absentee Full members in their absence or they may sit as an associate without voting powers unless they are needed for a quorum. The Board's consensus is to have the Associate with voting powers vote for any absent full member.
- WR Grace is suing the town arguing that they are bankrupt and should not have to pay betterment fees or have the betterment fees reduced.
- Rita passed out Emergency Preparedness Flyer put out by State of Virginia.

**Adjournment**

On a motion made by Ms. Bissetta, seconded by Mr. Alvarez, the Board unanimously voted to adjourn the meeting at 9:35 p.m.

Respectfully Submitted,

  
Sheryl Ball, Health Secretary

Acton Board of Health



William McInnis, Chairman

Acton Board of Health