

**BOARD OF
Health
MEETING
MINUTES**

**October 4, 2022
Town Hall 1 Main St., Upton, MA 01568**

1 The meeting was called to order at 6:33 p.m., by Member, Ted Briggs. Also in attendance was newly elected member, Laura
2 Hebb, and Assistant Public Health Supervisor, Diane Tiernan.

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4 Due to the passing of Chairman, Al Holman and the resignation of member Richard Desjardins, the board reorganized.
5 **Motion one** – Ted made a motion to elect Diane Tiernan Chairman, pro-tem for the purposes of reorganizing. Laura seconded
6 the motion. Motion was approved.

7
8 Diane asked for nominations for Chairman.

9 **Motion two** - Laura made a motion to nominate Ted Briggs and Ted seconded the motion. Nomination was approved.

10
11 **Motion three** – Laura made a motion to elect Ted Briggs as chairman and Ted seconded the motion. Motion was approved.
12 Diane turned the meeting back over to Ted.

13
14 A septic design for 278 Mendon Street – Garland was reviewed. The design was previously approved by BOH Agent, Paul
15 McKeon.

16 **Motion four** – Laura made a motion to approve of the design and Ted seconded the motion. Permit was approved.

17
18 A septic repair design for 54 Grove Street – Anderson, was reviewed. The design was previously approved by BOH Agent,
19 Paul McKeon.

20 **Motion five** – Laura made a motion to approve of the design and Ted seconded the motion. Permit was approved.

21
22 A letter of resignation submitted on 9/13/22 by Richard Desjardins was officially accepted by the BOH.

23
24 Minutes to the previous meeting dated 8/11/22 were reviewed. Ted accepted the minutes as the only current member present
25 during the meeting.

26
27 Board discussed the position of Town Nurse. The pay rate is currently at the last step, and she is unable to receive a merit
28 increase as other town employees are. The position needs to have new job description completed and submitted to the
29 Personnel Dept. for approval. Diane stated she would contact Sandy to find out when their next meeting is.

30
31 Laura stated that we also need to complete a review for the ACO, Mike Moran so that he can get his merit increase as well.
32 Ted stated he will work on that.

33
34 Applications for food permits were reviewed for the Little Coffee Bean located at 113 Main Street and 118 Main Street located
35 at 118 Main Street.

36 **Motion six** - Laura made a motion to approve of the above applications and Ted seconded the motion. Permits were approved.

37
38 Changes to the EL Harvey contract were reviewed. The contract revisions will be signed at the next Selectmen's meeting.

39
40 **Motion seven** – Ted made a motion to adjourn, and Laura seconded the motion.

41 7:24 p.m., meeting was adjourned.

42
43 Respectfully Submitted,

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45
46 Diane Tiernan
47 Asst. Public Health Supervisor