

Town of Holbrook
Board of Health
50 North Franklin Street
Holbrook, Massachusetts 02343

Tel: 781-767-3030
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Holbrook, Ma Board of Health

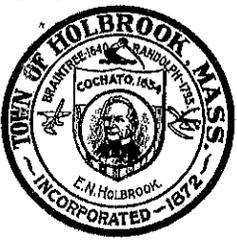
Date: Tuesday, April 8th, 2025

Location: Town Hall King Room and via Zoom

In attendance: Allyson Pinkhover (Chair), Cristina Lucci-McShain (Vice Chair), Chris Nickerson (Member), Mary Donovan (member), Jennifer Oliver (Member), Britney Jayne (Health Director).

Meeting Minutes

1. Meeting called to order by the Chair at 7pm.
2. Chair congratulates Oliver, Lucci-McShain, and Donovan on their appointment to the board
3. **Health Director updates**
 - a. Hazardous Waste Day and Town Cleanup Day are scheduled for Saturday, April 26th from 9am-1pm. Britney has ordered additional supplies including grabbers, and coordinated with Troop for donated reflective vests and gloves.
 - b. Regarding the Health Coordinator position, a new application has been received and an interview is scheduled for the coming weeks.
 - c. Brittany updated the Board about blood pressure clinics, noting that with Mary's help, they will add a monthly clinic at Holbrook Court, in addition to the existing clinics at Town Hall and Council on Aging which occur every other Thursday.
 - d. Burger King's frozen dessert machine is back in compliance
 - e. The animal bylaws update is still pending. The Town Clerk heard back from the Attorney General's office, which requested a 90-day extension until June 6th for their review. It was noted such extensions are common for lengthy bylaws and typically result in minor adjustments rather than significant rejections.



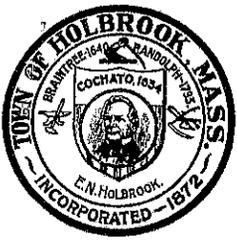
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- f. The opioid settlement committee has received RIZE grant funding. The RIZE program is a municipal match program where the State is \$50,000 of the town's existing opioid settlement funds. The funding will be used to purchase an outreach vehicle for the town to support various outreach activities, create a webpage of behavioral health resources, and supply materials for outreach efforts. There may be opportunities to apply for additional funding in the future.

4. Discussion and Vote: Septic Repair plan- 10 Mear rd

- a. 10 Mear rd is located in an area of the industrial park that is not able to connect to town sewer. A septic repair plan has been submitted to the health department with requests for variances from Title V regulations: 1) reducing the system setback for the tank and pump chamber from the slab foundation from 10 feet to 5 feet, and 2) reducing the separation between the bottom of the soil absorption system and high groundwater elevation from 4 feet to 3 feet to prevent mounding in front of the business.
- b. Walter, the engineer for the project, joined via Zoom and confirmed the tank would be installed in approximately the same location as the existing tank, which dates back to the 1950s or 1960s. He noted they found portions of the old leachate field when digging test pit #1, containing old orange pipe. The plan includes an H2O tank, which is stronger and approved for vehicles to drive over, though it will be located in a grassy area.
- c. The Board discussed the location of the property, with Chris noting it's near Falvey Steel Castings. There was discussion about why sewer isn't available in



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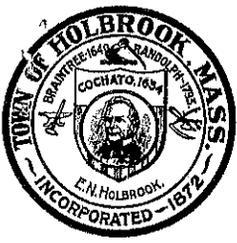
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this section of the industrial park, with Chris suggesting the town should look into extending sewer service to this area. After reviewing the application and plans, Britney recommended approval of the septic repair plan.

Motion to approve 10 Mear rd septic repair plan brought by Lucci-McShain, seconded by Nickerson. Donovan – yes, Lucci-McShain – yes, Nickerson – yes, Pinkhover – yes, Oliver – yes.
Motion carried.

5. Discussion and Vote: Reorganization of Board

- a. Chair Pinkhover opened the discussion by explaining that following an election, the Board traditionally votes on the organization of the Board, assigning the roles of chair, vice chair, and clerk for the coming year.
- b. Current responsibilities for Chair include meeting with Britney weekly to ensure she feels supported as the Board's employee, handling administrative duties related to meetings, and signing documents including weekly payroll.
- c. Lucci-McShain asked how the Board could better support and divide responsibilities. Allyson suggested that other members could occasionally meet with Britney, take on specific initiatives, or represent the Board at community events. She emphasized that all Board members have the same authority and responsibility, and she welcomes sharing tasks.
- d. The Board discussed setting priorities for the coming year at their May meeting, which would allow members to take ownership of specific initiatives.



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Donovan made a motion that the Board organization remain as is, with Allyson as Chair, Christina as Vice Chair, and Mary as Clerk, seconded by Nickerson. Donovan – yes, Lucci-McShain – yes, Nickerson – yes, Pinkhover – yes, Oliver – yes. Motion carried.

6. Discussion and Vote: Board Authorized Signers

- a. The Board needs to vote on authorized signers who are the only people legally recognized to sign certain documents. It is recommended that the Chair and Vice Chair serve as the authorized signers.

Oliver made a motion that Pinkhover and Lucci-McShain serve as authorized signers for the board of health, seconded by Donovan. Donovan – yes, Lucci-McShain – yes, Nickerson – yes, Pinkhover – yes, Oliver – yes. Motion carried.

7. Citizen's Concerns - None.

Motion to adjourn brought by Lucci-McShain, seconded by Donovan. Donovan – yes, Lucci-McShain – yes, Nickerson – yes, Pinkhover – yes, Oliver – yes. Motion carried.



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