

HAMILTON BOARD OF HEALTH

TUESDAY, DECEMBER 15, 2009

Members Present: Lindle Willnow, Karen Zagorski, Susan Wilfahrt, Health Agent Leslie Whelan and Administrative Assistant Nancy Stevens.

Meeting Opened: 7:39 p.m. at Hamilton Town Hall

Discussion – H1N1/Seasonal Flu Update

Pre-registration has been used for two H1N1 flu clinics. The first was by telephone calls received by Bobbi Cody and the second via email to her. Pre-registration helps the clinics run more smoothly. The Town has 300 doses available (200 injectible and 100 mist) of the H1N1 vaccine. Hamilton is expecting 1,500 injectible and 400 mist doses from the state. Factors that limit when flu clinics are held include the time available and nurse availability.

The next H1N1 flu clinic is scheduled for Tuesday, January 12 from 3 to 6 p.m. Susan Wilfahrt offered to come to the clinic to give shots. Health Agent Leslie Whelan will forward an email from Wilfahrt to Laurie McKechnie who is organizing the nurses.

A seasonal flu clinic is scheduled at the Community House of Hamilton and Wenham on Tuesday, January 5 from 2:30 to 4:30 p.m. (tentative time). Injectible and flu mist vaccines will be available. Participants can be 19 years of age and older. Administrative Assistant Nancy Stevens will put notices in the newspapers.

All clinics are done along with Wenham. The seasonal flu clinic is being done with Partners Healthcare while the H1N1 clinic is using nursing volunteers.

Lindle Willnow will speak to Recreation Director Melissa Roy about the possibility of using the gym next to the Hamilton-Wenham Public Library that theoretically could hold 1,500 people. A few tables are available. There is a meeting space at the library that could accommodate 200 people where there are many tables.

Whelan said the Council on Aging space at the old Hamilton library has worked well for flu clinics. Pre-registration has prevented long lines of participants. At the last flu clinic at this site, 50 people didn't show up.

A seasonal flu clinic held yesterday at the Hamilton-Wenham Regional High School library had 60 participants.

Since the Town has an abundance of H1N1 vaccine doses the risk groups don't need to be adhered to when preparing to administer the vaccine.

Stevens won't ask for more doses when submitting reporting information to the state.

Willnow said the trends of flu illness are starting to go down although the number of cases is a lot higher than normally.

Whelan suggested another email be sent asking for more nurse volunteers to see who could participate in future flu clinics. Discussion was on whether or not there is a liability issue if student nurses from Salem State or Endicott College administered vaccines. A nursing supervisor from these schools could be consulted about if these students should participate.

Karen Zagorski suggested thank you notes be sent to nursing volunteers.

The DPW could be asked to help set up tables at a larger flu clinic. If a weekend flu clinic were held, especially at a school building, a custodian would have to be hired.

On January 6, a meeting is scheduled to discuss flu clinics with the Hamilton and Wenham Boards of Health along with Superintendent of Schools Marinel McGrath and a school department nursing supervisor.

February 2 was discussed as a possible subsequent flu clinic date.

Discussion –Chebacco Lake & Watershed Assoc. letter re: portable toilets at lake

The Board decided not to fund any of the cost for a portable toilet at the state's public boat ramp at Chebacco Lake. Stevens will call and update the Chebacco Lake & Watershed Association about the Board's decision. At Pleasant Pond volunteers collect money from people that park and launch boats.

Discussion – Letter from Planning Board regarding antennas at Gordon-Conwell

Metro PCS is installing a cellular telephone antenna in the Gordon Conwell Theological Seminary chapel tower. The Board didn't have any objections so it decided not to take any action.

Review and Approval – BOH Minutes – 11/17/09

Willnow moved that the Board accept the minutes as written. Wilfahrt seconded the motion. VOTE: Unanimous.

Discussion – Mandatory training for Board Members on Ethics (on-line)

The Board of Health members and health department employees have to undergo training on Conflict of Interest via an on-line program and it has to be completed by April 2, 2010. A certificate of completion has to be printed out and brought to the Town clerk.

Discussion – FY'11 Budget

The Board discussed the FY'11 budget and FY'10 appropriations the health department received last year. The FY'11 budget has to be updated to reflect the correct appropriations in each line item.

In the FY'10 budget, there was a one-time retirement cost for the health department's former administrative assistant Gail Messelaar.

Stevens had spoken to Finance Director Deborah Nippes-Mena about how more money could be required in the health department budget this fiscal year versus level funding or a percentage reduction compared to last year.

For this fiscal year's budget, Stevens transferred funding from other budget line items (voice data – Nextel that is no longer used and advertising/printing for legal ads) to Health and Human Services to pay for Partners Healthcare and Sheryl Knudsen, public health nurse (\$5,647 versus \$3,447). Knudsen is paid \$4,800 annually. This leaves \$847 to pay for Partners for seasonal flu clinics.

Animal control funds pay for Dyan Katz.

In addition, \$3,000 was taken out of Hamilton's general fund at the fall 2009 Special Town Meeting to pay for seasonal flu clinics. This should probably be added to the health department budget again for FY'11 or a reserve fund transfer could be done at the 2010 STM.

Discussion on how Town Meeting voters could decide whether or not to fund a public health nurse or flu clinic. Stevens thought the flu clinic for Town boards and employees

could cost as much as \$2,000 for 200 people. The flu clinic for Town employees and Town boards was cancelled in the past due to a shortage of state funds.

Stevens said the health department has brought in more revenue this year than in the past by collecting fees more consistently.

Stevens is going on vacation in August for two weeks. She asked that someone be hired to answer the health department phone and work with Whelan on her appointments.

Discussion was on the possibility of using senior citizens who work for the Town without pay to reduce their real estate tax bills. As well as having former health department administrative employee Doris Cole come back to work for 10 hours during the two-week period that Stevens would be gone. The estimated cost for this is less than \$1,000.

Whelan also takes a week off in August so her vacation time could overlap with when Stevens is out. Whelan will not take time off at the end of December for surgery as had been previously planned.

Discussion on whether or not the Virtual Town Hall software program could be used to make appointments.

Discussion on how there is no need to close soil testing for the season except when the ground is frozen.

Meeting Adjourned:

Willnow moved at 8:45 p.m. to adjourn. Zagorski seconded the motion. VOTE: Unanimous.

The Board's next meeting is on Tuesday, January 19.

ATTEST:

cc: Selectmen
Town Clerk

Planning Board
Conservation