

## **Acton Board of Health**

### **Minutes**

**March 28, 2005**

Members Present: Mark Conoby, Acting Chairman, Joanne Bissetta, Member, Roxanne Hunt, Member and Rita Dolan, Associate.

Staff Present: Doug Halley and Sheryl Ball.

Others Present: Joelle Darcy, Mary Michelman, Elaine Archambeault, Jim Okun, Carol Holley, Stephen Anderson, Ella Silvestri, Margaretha Eckhardt, Eric Hilfer, Bettina Abe, Karen & Martin Rivero.

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

#### **APHNS Administrator Interview – Joelle Darcy**

Mr. Halley has interviewed Ms. Joelle Darcy for the position of Administrator for the Acton Public Health Nursing Service. Ms. Darcy stated that she began working with the Town of Acton as a Registered Nurse in July of 2004 as a contract employee. She then came on as an employee in September, 2004. Ms. Darcy stated that she graduated with a BS in Nursing from Salem State College. After graduation she worked for a Homecare organization for approximately 1 ½ years until she went to work for Boston Regional Medical Hospital. She stated that working in a hospital setting was ideal for her career. Ms. Darcy then stated that she took some time off to raise her family. Upon returning to the work force, she has since worked for many visiting nurses associations including Nashoba Public Health Nursing Service as a contract Nurse. Ms. Darcy stated that in November, she began to take on the responsibilities as the supervisor under Janice Logan and stated that she feels she can excel at this position. Mr. Conoby asked about her knowledge of third party billing insurance. Ms. Darcy stated that she is very comfortable with Medicare billing and is learning about the private insurance. Ms. Dolan stated that she has received care from Joelle and she has found her to be highly professional. Ms. Hunt stated that as a registered nurse herself, she feels that it is very importance to ensure the

safety of patients and staff and asked Ms. Darcy if she felt that she can get skilled staff to ensure the safety of her clientele. Ms. Darcy stated that the current staff is skilled and that she will use care when hiring new staff. Ms. Darcy stated that she will pick up the responsibility for the shortage of staff. Ideally, Ms. Darcy stated that she would like to see two more staff nurses as she has contracted with per diem staff to help cover the clientele. Ms. Darcy stated that Merrily has helped her by giving her a lot of information. Mr. Conoby asked about programs that she would like to see. Ms. Darcy stated that we need to be on top of our skilled services, and public health wise would like to see more clinics and more community events. Ms. Hunt asked Ms. Darcy about her vision for the service. Ms. Darcy stated that she wants to stabilize staff, update records, collect outstanding bills, look at budget, get excellent staff and training and make the agency stand out. On a motion made by Ms Hunt, seconded by Ms. Bissetta, the Board unanimously voted to recommend Joelle Darcy for the position of administrator for the Acton Public Health Nursing Service.

#### **Massage Practitioner – Elaine Archambeault**

The Health Department has received an application for a license to practice massage from Elaine Archambeault. Ms. Archambeault is proposing to work out of a newly licensed establishment (Nu Yu, 268 Great Road). Ms. Archambeault has submitted a complete application along with accompanying documentation. Ms. Archambeault has worked as a massage practitioner for sixteen (16 years) in Lunenburg and Leominster. Mr. Conoby asked if her licenses were in good standing. Ms. Archambeault stated that all were in good standing. The Health Department recommends approval of this request. Ms. Hunt asked about policies regarding changing of linens and communicable diseases. On a motion made by Hunt, seconded by Ms. Bissetta, the Board unanimously voted to grant a massage practitioner license to Elaine Archambeault.

#### **Body Art Practitioner– Ella Silvestri**

The Health Department has received an application for a license to practice body art from Ella Silvestri. Ms. Silvestri is proposing to work out of her licensed salon located at 562A Massachusetts Avenue. Ms. Silvestri will be practicing “permanent makeup” and has provided literature to the Board. Ms. Silvestri has submitted copies of her licenses issued by the Board of Cosmetology and has outlined her course of work in her licensing as an Aesthetician with the

Commonwealth of Mass. The Health Department has been working with Ms. Silvestri to ensure that her proposed workspace complies with the establishment requirements set forth by the Board of Health Rules and Regulations, Article 17. Ms. Silvestri submitted a letter from her physician and CPR certification. Ms. Hunt asked what is involved with body art. Ms. Silvestri stated that her work will involve permanent makeup of the eyes, eyelids and lips. Eventually, she would like to work with more involved areas. Ms. Silvestri will be using completely disposable equipment but has purchased an autoclave for sterilization if needed. Her training included 8 days in Texas. Her educational background came from her aesthetician training. The Health Department recommends that the Board approve Ms. Silvestri's application to practice body art within the Town of Acton. On a motion made by Ms. Bissetta, seconded by Ms. Hunt, the Board unanimously voted to grant a body art practitioner permit to Ms. Ella Silvestri.

#### **WR Grace - Continuation of Irrigation Well Hearing**

See Court Reporter Minutes.

On a motion made by Ms. Hunt, seconded by Ms. Bissetta, the Board unanimously voted to continue the WR Grace hearing until May 9, 2005.

#### **Permit Upgrade – 282 School Street**

The Health Department has received a request from David Ulrich, owner of 282 School Street, to correct a permit record for the property. In 1981, a permit application was received and approved to replace the leaching system at that address. The contractor, FJ Ratta completed the application indicating that the house had two bedrooms. Mr. Ulrich purchased the home in 1983 as a three bedroom home. A review of the Assessor records indicates that the Town has considered this to be a three bedroom home at least as far back as 1979. The system that was constructed in 1981 (1000 gallon septic tank and 836 sq ft of leaching area was adequate for a three bedroom home at that time. Based on this information the Health Department recommends that the Board move to correct the existing permit to read three bedrooms instead of two. On a motion made by Ms. Bissetta, seconded by Ms. Hunt, the Board unanimously voted to direct the

Health Department to correct the septic permit for the property located at 282 School Street to reflect three bedrooms.

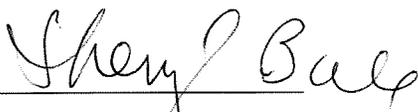
**Permit Upgrade –6 Pine Street**

The Health Department has received a request from Todd McKelvie, owner of 6 Pine Street, to correct a permit record for the property. In 1972, a permit application was received and approved to replace the leaching system at that address. The contractor, FJ Ratta completed the application indicating that the house had two bedrooms. Mr. McKelvie purchased the home in 2003 as a three bedroom home. A review of the Assessor records indicates that the Town has considered this to be a three bedroom home at least as far back as 1973. The system that was constructed in 1972 (1000 gallon septic tank and 800 sq ft of leaching area was adequate for a three bedroom home at that time. Based on this information the Health Department recommends that the Board move to correct the existing permit to read three bedrooms instead of two. On a motion made by Ms. Hunt, seconded by Ms. Bissetta, the Board unanimously voted to direct the Health Department to correct the septic permit for the property located at 6 Pine Street to reflect three bedrooms.

**Adjournment**

On a motion made by Ms. Hunt, seconded by Ms. Bissetta, the Board unanimously voted to adjourn the meeting at 9:23 p.m.

Respectfully Submitted,

  
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Sheryl Ball, Health Secretary  
Acton Board of Health

  
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Mark Conoby, Acting Chairman  
Acton Board of Health