

**Board of Health
Meeting Minutes
February 22, 2022
Arcand Meeting Room
Remote Meeting via Zoom Video**

PRESENT

Health Agent: Bruce Wilson, Jr.
Chairperson: Kelly McGovern
Vice Chairperson: Vincent Forte, Jr.
Member: Patricia Leclair
Food & Tobacco Inspector: Robert Griffin III (arrived 7:30 PM)
Minutes Clerk: Laura Renaud

CALL TO ORDER

Ms. McGovern called the meeting to order at 7:00

MINUTES

Ms. Leclair made a motion to approve the minutes from the Executive Session of February 8, 2022, meeting, as amended. Mr. Forte seconded, and the motion carried.

Ms. Leclair made a motion to approve the minutes from the meeting of February 8, 2022, as submitted. Mr. Forte seconded, and the motion carried.

FOOD PERMITS UPDATE

Ms. McGovern asked Agent Wilson for a status of the outstanding Food Permits. Agent Wilson stated there are 8 outstanding. Ms. McGovern inquired if he contacted them by phone. Agent Wilson stated he did not as he was out that day. Ms. McGovern stated they should've been shut down and he did have 2 weeks to get this completed. There are still outstanding permits from past years that are in non-compliance as they did have plenty of time to catch up.

Agent Wilson stated they did work on the inspection sheet that him and Mr. Griffin will refer to with the risks and timeline of inspections. The Board will receive these quarterly at the Board Meetings. Ms. Renaud will update the quarterly list with the correct corresponding names to each retail and food establishment.

Ms. McGovern inquired about the seasonal food trucks. Mr. Griffin stated they have a standard state inspection. Ms. Renaud reminded the Board that if it is an ice cream truck or any that children would be around, they must have a background check by the Police Department before the permit is issued.

Health Agent – Contract

Ms. McGovern stated that the contract is on hold. Agent Wilson stated that the CFHO position requires a master's degree. Mr. Forte stated that was in the long-term Job Description of the Health Agent. He stated there is an alternate to that which is the MBHO (MA Board of Health Officer) and he can get it thru MAHB or DEP. The Board asked Mr. Forte to get the information

on that. Mr. Forte inquired if Agent Wilson ever signed a contract when he was hired. Mr. Wilson stated he did not.

TOBACCO AND FOOD INSPECTOR

Ms. McGovern inquired if Ms. Renaud received Mr. Griffin's contracts. Ms. Renaud stated she did not, but Mr. Griffin stated he will email them again. Ms. Renaud thought he was bringing them to this meeting. This will be on hold until the next meeting.

DONATION BINS

The Board reviewed the samples of the donation bin permit decals that Ms. Renaud submitted. They decided Ms. Renaud will print them in the colors that offset the bin colors. They will be mailed to the applicants once they apply and pay for their 2022 permits. Ms. Renaud stated they would be mailed out the next Thursday.

Ms. McGovern inquired about the retail food being sold at PetSmart. She emailed Mr. Wilson to remove all product on Monday February 21st. Agent Wilson stated he did not as he was waiting for advisement from Mr. Griffin. Ms. McGovern stated that he must remove their products immediately. Mr. Forte stated they cannot have any food, packaged or otherwise. The Board stated he must have it out by the next morning. There are no exceptions. It can be moved to the employee lounge. Agent Wilson stated he was reviewing the Food Code for a special exemption for drinks and prepackaged food. The Board stated this is not necessary as they cannot have.

NAIL SALONS AND BODY ESTABLISHMENTS

The Board reviewed the Nail Salon Inspection Checklist that Agent Wilson presented.

The Board requested he add to section 4.9 they must clean/disinfect the autoclave.

The individual operator should have a state license posted. The nail salon will have one permit for the salon and each individual operator will have one from the state that should be checked. Agent Wilson confirmed that if they do not have town sewer, they must have a tight tank. There are no exceptions. A new salon owner may not know that. This is important.

Ms. Leclair asked when Agent Wilson will have the Body Art Establishment Inspection check list ready. He stated he has a draft, and it will be completed for the next meeting.

The Board inquired as to when Agent Wilson will start the inspections at the nail salons. Agent Wilson stated he wanted to review his list and familiarize himself with them. The Board stated they must be done right away.

Agent Wilson stated he can put in a request for Permit Eyes to add these check lists to the system.

CORRESPONDENCE

The Board reviewed the March 2022 vacation requests. Mr. Forte stated he will put it in his own calendar as he will be covering for Agent Wilson.

DOGS IN ESTABLISHMENTS

Mr. Forte and Agent Wilson put in some information to review regarding dogs in stores. Agent Wilson stated the best thing would be to educate the store employees. Ms. McGovern suggested reaching out to Mike Soter at the state level as he may have some suggestions.

BILLS

Mr. Forte made a motion to approve a payment to Amazon of \$115.84 for office supplies. Ms. Leclair seconded, and the motion carried.

Mr. Forte made a motion to approve a payment of \$7.02 to WB Mason for office supplies. Ms. Leclair seconded, and the motion carried.

Ms. Leclair made a motion to approve a payment of \$ 195.00 to McIntyre Engineering and Septic Systems. Ms. McGovern seconded, and the motion carried.

Ms. Leclair made a motion to approve a payment of \$ 95.00 for a septic system class at MA environmental Health Association that Mr. Forte will be taking. Ms. McGovern seconded, and the motion carried.

PLANS FOR REVIEW

Mr. Forte made a motion to approve the local upgrade for the septic system plan for 24 Mendon Street 310 CMR 15405.1H to allow for 3 feet of separation between groundwater and septic system where 4 feet is required. Ms. Leclair seconded, and the motion carried.

Mr. Forte made a motion to approve a local upgrade for 40 Scott Hill Blvd. 310 CMR 15.405 1B to allow greater than 3 feet of cover over the septic system where 12 inches is usually required.

ADJOURNMENT

Mr. Forte made a motion to adjourn the meeting at 8:00 PM. The motion was seconded by Ms. Leclair and the motion carried.

Respectfully Submitted,

Laura Renaud

Laura Renaud
Minutes Clerk

Approved 3/8/22

