

**Board of Health  
Meeting Minutes  
March 8, 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  
Member: Michael Hennessey  
Food & Tobacco Inspector: Robert Griffin III  
Minutes Clerk: Laura Renaud

**CALL TO ORDER**

Mr. Forte called the meeting to order at 7:00  
He thanked Kelly McGovern for her 14 years of service to the town and welcomed the new member, Michael Hennessey who will be an asset to the Board.

**MINUTES**

Mr. Forte made a motion to approve the minutes from the February 22, 2022, meeting. Ms. Leclair seconded, and the motion carried.

**NEW BUSINESS:**

**•Health Agent Job Duties**

The Board reviewed and discussed the Health Agent Job Duties as presented. They amended bullet # 8 to include supermarkets, schools, and the Senior Center to be done by Agent Wilson. The Job duties were accepted and signed by the Board and Agent Wilson as amended.

Agent Wilson updated the Board on the status of the food permits for 2022; the seasonal businesses still needed to be permitted which will happen closer to their opening dates. The VFW now has their own retail permit so they can hold events. There is one outstanding Nail Salon permit that Agent Wilson could not get in contact with. He will continue to work on that. The Board stated he should be conducting the inspections at the salons.

The Board discussed how they would like all complaints to be compiled for each meeting. They stated that the complaint form that the Inspectional Service Department uses will continue to be used. The Board discussed anonymous complaints and agreed they must allow them. When taking them in the staff will get as much information as possible on residential complaints to direct Agent Wilson to the right area of town.

The food inspection forms showing inspectors and dates will once again be used and submitted at each meeting. Ms. Renaud will update it showing the Senior Center. Agent Wilson will do an

inspection as soon as possible and at the end of the year. Agent Wilson and Agent Griffin will review the inspection sheet together and update it with their present responsibilities.

Agent Wilson presented his weekly schedule of tasks which he and Ms. Renaud will follow pending emergency's.

The Board would like Agent Wilson to keep a log of his drive-by inspections of businesses that he will do in the south and north end of town; make notes on where and what he is seeing pertaining to the condition of their parking lots. The Board asked Agent Wilson to obtain the sweeping schedules for the parking lots at the larger retail stores.

#### ●EARTH DAY

The Board discussed the upcoming Earth Day which is April 22, 2022. They agreed to hold it in Bellingham on April 23<sup>rd</sup>. Agent Wilson will check for any supplies they currently have in stock. He will update the Board at the next meeting. Mr. Forte noted that they can get in touch with the DPW for the pick-up of the bags of litter. Administrator Fraine stated he will take care of the police detail if needed. Ms. Renaud will put together some ideas for t-shirts and order 50 once approved by the Board.

#### ●FEDERAL FOOD CODE/PETSMART

The Board discussed the pending issue at Petsmart regarding their food and beverages permit. They agreed they must remove the refrigerator and the items in it. They can keep it in their employee lounge if they choose. Agent Wilson stated all their other locations in MA are allowed to have the food and beverages. The Board stated Agent Wilson is to write a letter to have all food and beverages removed. The law states you cannot have a retail food permit where there are animals.

#### OLD BUSINESS:

The Board discussed service dogs in businesses. Agent Griffin stated he noted some of the businesses have service dogs in training come in. He will make the restaurants aware that this can take place if they truly are service dogs with the correct vest and paperwork. Therapy animals are not allowed in restaurants or businesses. Mr. Forte will talk to MBOH Attorney Cheryl Sbarra regarding this matter and get her opinion on how other town are handling this situation. The Board agreed the businesses need to make their employees aware of this law. Agent Wilson will get information and send letters out to the larger retail businesses to make them aware of this law. Ms. Renaud will put this item on the agenda for April to gather more information.

#### DONATION BINS:

The Board discussed the current regulation. All notices were sent to the current businesses that have existing donation bins. The software was just updated to allow businesses to apply for their permits Agent Wilson noted some have already been removed along with their trash. He stated that the owner of the one unattended lot will be coming forward for an appeal. The Board stated that the regulations state no bins on unattended lots. Any property owner is allowed to be heard. Mr. Daprato will be on the agenda at the next meeting. Agent Wilson will hold off on sending him a notice until he is heard.

**TOBACCO AGENT UPDATES:**

Agent Griffin stated he will be doing tobacco compliance checks within the next few weeks. He will send his pending tobacco and food contracts to Agent Wilson to fix and print out for the next meeting as he was having difficulties compiling them in a word document. The Board will review and sign at the next meeting.

**CORRESPONDENCE:**

The Board reviewed the notice of diesel fuel release report that took place at I495.

**GOALS:**

The Board will continue to discuss dogs and pets in Food Establishments and retail stores.

Outside storage tanks.

**HEALTH AGENT UPDATES:**

The Board discussed the open refrigeration at Market Basket. Mr. Forte has spoken to them many times regarding the stocking of products. He will continue to monitor the dairy products by using his temperature gun when visiting the stores. The Board discussed guards and mandating a closed in area for dairy products. Agent Griffin stated he will educate the stores on this matter. The Board noted they are aware of the renovation at Stop and Shop.

**BILLS**

None

**PLANS FOR REVIEW**

None

**BETTERMENT LOANS:**

None

**GOOD AND WELFARE:**

None

**ADJOURNMENT**

Mr. Forte made a motion to adjourn the meeting at 8:40 PM. The motion was seconded by Ms. Leclair and the motion carried.

Respectfully Submitted,

Laura Renaud, Minutes Clerk

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*Laura Renaud*

Laura Renaud  
Minutes Clerk

Approved 3/22/22