

BOARD OF HEALTH
Meeting Minutes
October 5, 2021 at 7:00 pm
Remote Meeting via Zoom Video

PRESENT

Health Agent: Bruce Wilson, Jr.
Chairperson: Kelly McGovern
Vice Chairperson: Vincent Forte, Jr.
Minutes Clerk: Tina Griffin

ABSENT

Member: Patricia Leclair

CALL TO ORDER

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

MINUTES

Mr. Forte made a motion to approve the minutes from the September 14, 2021 meeting, as submitted.
Ms. McGovern seconded and the motion carried.

Mr. Forte made a motion to approve the minutes from the September 21, 2021 meeting, as submitted.
Ms. McGovern seconded and the motion carried.

COVID POLICIES AND PROCEDURES

Mr. Wilson gave an update on the number of Covid-19 cases in Town. The number of active cases in the State has been on a steady decrease over the past couple of weeks. The Town numbers seem to be staying on the lower side and have also come down over the past two weeks. Residents seem to be keeping themselves and family members as safe as possible during these times.

OLD BUSINESS

64 RUTHELLEN ROAD

Ms. Wicker from 64 Ruthellen Road had emailed the office on September 30th to ask for a 30-day extension on moving the chicken coop. Board members discussed the situation and what has already been done since the last Board of Health meeting to fix some of the issues at this property. The residents have already found new homes for the rabbits and ducks that were in the backyard. The pigs were removed as of this past weekend. A veterinarian was contacted and the date is set for the goats to be vaccinated next week. With all the rain that has recently been coming through the ground is very soft and is creating difficulty with moving the chicken coop. Ms. Wicker stated in her email that they need to hire someone to move the coop, as it has deeply settled into the ground. In addition, the ground that it will be situated on may also need some work to have a solid area for it to be placed on. Due to the recent expenses incurred with removal of the animals and veterinary visits, the residents are asking for an extension to hire someone and get the coop situated. Board members discussed the situation and how the homeowners have already started working towards correcting some of the issues. Mr. Forte made a motion to grant a 30-day extension on moving of the chicken coop. Ms. McGovern seconded and the motion carried.

NEW BUSINESS

UNATTENDED DONATION BINS - REGULATIONS

There have been a number of complaints regarding overflowing dumpsters and donation bins at various properties in Town. Board members discussed the possibility of requiring a permit for these donation bins to help prevent against property owners not addressing the trash and overflowing bins on their properties, as they do receive compensation for having these bins at their locations.

Ms. McGovern would like to move forward with the possibility of needing a permit in order to have these bins on their properties. Recently the Board has received copies of Regulations from local Towns that also enforce these rules for donation bins. Board members agreed to review these drafts over the next couple weeks and continue this discussion to the next Board of Health meeting, scheduled for October 19, 2021. At that time a draft for the proposed Regulations will be created and sent to Town Counsel for review.

2021 INVENTORY LIST

Mr. Wilson and Ms. Renaud worked on organizing the Department's storage closet and made a list of current inventory on hand. A copy of the list was provided to all Board Members for review. Mr. Wilson told the Board that he would dispose of batteries and medical supplies that are expired. Ms. McGovern asked Mr. Wilson to check on the Grant or available funds that can be used to purchase medical supplies, if needed.

TOBACCO / FOOD INSPECTOR

SOFTWARE DISCUSSION

Tobacco and Food Inspector, Robert Griffin III was present to discuss the current software being used for these inspection types. Ms. McGovern, Mr. Wilson, Ms. Renaud and Mr. Griffin will all be attending a meeting/training this Friday at 11:00 am to check on software options. The software currently used for multiple Departments in Town has not been able to provide some of the options needed for the Tobacco and Food Inspections. Therefore, the Board has approved an invoice for the software that Mr. Griffin is currently using and will have access to until June 30, 2022. In the meantime, at Friday's meeting, the Town's software company will be present to discuss options they might be able to add in order to have the software be usable for Tobacco and Food Inspections. More information to follow after Friday's meeting.

HEALTH AGENT UPDATES

NEW AND PREVIOUS COMPLAINTS

Mr. Wilson updated the Board on the Flu Clinic's that have been established through Walgreens and will be completed at various Town locations. There will be a clinic at the Senior Center on October 8th, Town Hall on October 19th and the High School on October 22nd. Correspondence with the dates/times and vaccine consent form have been sent out to all Town Personnel through email and anyone that is interested in receiving the vaccine.

GOALS

ANNUAL TIMELINE

Board members discussed some items that are on the Annual Timeline and dates that they coincide with. A copy of the current Timeline was acknowledged and reviewed by the Board. The Timeline is good to have as a reminder of tasks that need to be completed such as permits, fees, renewals and more.

BILLS

Mr. Forte made a motion to pay \$62.99 to Amazon for External Hard Drives. The motion was seconded by Ms. McGovern and carried.

Mr. Forte made a motion to pay \$32.67 to Amazon for Office Supplies. The motion was seconded by Ms. McGovern and carried.

Mr. Forte made a motion to pay \$3,775.00 to Relevant Systems, Inc. for Food and Tobacco Inspector software. The motion was seconded by Ms. McGovern and carried.

ADJOURNMENT

Mr. Forte made a motion to adjourn the meeting at 8:03 pm. The motion was seconded by Ms. McGovern and carried.

Respectfully Submitted,

Tina M. Griffin
Tina M. Griffin

NEXT MEETING IS OCTOBER 19, 2021 AT 7:00 PM