

## **BOARD OF HEALTH**

April 05, 2018

Minutes

### **PRESENT**

Chairperson: Tricia Leclair

Vice Chairperson: Kelly McGovern

Member: Vincent Forte, Jr.

Health Agent: Michael Catalano

Minutes Clerk: Tina Griffin

### **CALL TO ORDER**

Ms. Leclair called the meeting to order at 7:30 pm.

### **MINUTES**

Ms. McGovern made a motion to approve the minutes from the March 15, 2018 meeting, as submitted. Mr. Forte seconded and the motion carried.

### **COMPLAINT – 24 COUNTRYSIDE ROAD**

Jason Zeigler from 24 Countryside Road came into the meeting for the purpose of “Good and Welfare” and to update the Board on a recent complaint about his dog. Mr. Zeigler stated that his neighbor was complaining about dog feces left in the “Common Area” of the Condo complex by Mr. Zeigler’s dog.

Mr. Catalano told the Board that the complaint had come into the office on February 13<sup>th</sup> and he did go out to check on the situation. Mr. Catalano said he did notice a small amount of frozen dog feces and the owner quickly obliged to clean it up and did not realize it was an issue with the neighbor until this point. Mr. Zeigler also let the Board know that he is working with the Board of Trustees and their Attorney about this situation and will make sure he abides by the condo association rules and regulations on pets.

### **NEW BUSINESS**

The Board discussed Insurance renewals for Food Inspectors. Board members agreed that starting with the renewals in May, the Board of Health will now only pay for half of the required Insurance Premiums for Inspectors. Mr. Catalano told the Board that he will contact the Inspectors in the morning through a phone call and will follow up with an email to let the Inspectors know of the change. The Board will assess this decision again next year and see if additional changes will need to be made.

### **OLD BUSINESS**

Employee Review

Board members discussed the Employee Review for Mr. Catalano that was continued on the Agenda. Ms. McGovern stated that she would consolidate the reviews into one document and send it into the appropriate departments, as soon as she has all completed review forms from the Board members.

### **EARTH DAY**

Mr. Catalano discussed the recent meeting that took place on Monday, March 26<sup>th</sup> to help organize the Earth Day / Clean Up Day. Mr. Catalano told the Board that he is checking with Town Counsel to see if the Volunteers can just all sign in that morning on one list or if each volunteer will need to submit their own waiver form. The Board also discussed the bussing situation and different options that they are trying to coordinate. The Earth Day / Clean Up event is scheduled for April 21, 2018. All volunteers should plan to meet at the Town Hall at 9:00 am.

### **TOBACCO**

Board members reviewed revisions made to the Tobacco Regulations. A Public Hearing will be held on April 19, 2018 at 7:45 pm to amend the current Tobacco regulations and to consider the amendment of Bellingham’s Regulation “Prohibiting Smoking in Workplaces and Public Places.”

### **CORRESPONDENCE**

Copies of Food Inspector schedules were provided to all Board members for review. Board members discussed the current schedule and agreed not to make any changes until next year.

The Board acknowledged and discussed the current budget.

Mr. Catalano discussed the Betterment Balance sheet with the Board. Board members also discussed the Betterment application process and steps involved. Ms. McGovern told the Board that she would make an informational letter that should be attached to all applications, explaining the process and timeframe to all applicants.

### **GOALS**

CAMERAS - Mr. Forte discussed the details about some of the cameras he has been researching for the Board to purchase. Ms. Leclair advised Mr. Forte to provide Laura Renaud with the information for her to purchase the camera that the Board has agreed on.

NAIL SALONS – The Board agreed to revisit this discussion in a couple of months. Board members would like to do a little more research on this topic and put this on the agenda again in the month of June.

### **HEALTH AGENT UPDATES**

A copy of the updated complaint log was given to all Board members. Mr. Catalano discussed complaints that have come into the Board of Health since the last meeting on March 15<sup>th</sup>.

### **BILLS**

A motion was made by Mr. Forte to pay \$ 2,756.00 to the Town of Upton for Nursing Services. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$130.00 to the MHOA for trainings. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$47.50 to WB Mason for ink cartridges. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$48.47 to Gatehouse Media for Public Hearing advertisements. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$155.10 to HF Group, LLC for Food Inspector Forms. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$144.30 to Kelly McGovern for reimbursement of safety vests. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$353.00 to Techpro Publications for Public Hearing and Earth Day notices. His motion was seconded by Ms. McGovern and carried.

### **BETTERMENT LOANS**

Board members discussed the recent denial of the Betterment Loan application for Mr. Steeves of 42-44 North Street.

### **PLAN REVIEW**

The Board signed a copy of the plans for 190 Farm Street that was previously approved at the February 15, 2018 meeting.

Mr. Forte made a motion to approve the Commercial Septic plan for 93-95 Mechanic Street as submitted, with no variances. Ms. McGovern seconded and the motion carried.

### **ADJOURNMENT**

Ms. McGovern moved to adjourn the meeting at 9:55 pm. Her motion was seconded by Mr. Forte and carried.

Respectfully Submitted,

*Tina M. Griffin*

Tina M. Griffin

**NEXT MEETING IS APRIL 19, 2018 AT 7:30 PM  
UPSTAIRS**