

**Board of Health
Meeting Minutes
December 7, 2021
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
Minutes Clerk: Laura Renaud

CALL TO ORDER

Ms. McGovern called the meeting to order at 7:06 PM.

MINUTES

Mr. Forte made a motion to approve the minutes from the November 2, 2021, meeting, as submitted. Ms. Leclair seconded, and the motion carried.

COVID POLICIES AND PROCEDURES

Mr. Wilson updated the Board that the new volunteer, Karen Lowe has her town email. She has been set up with Maven where she will be able to start the training and be available to help Esther Martone, our Public Health Nurse.

Minutes Clerk

The Board discussed the Minutes Clerk position. Laura Renaud stated she would be interested in the position if she had the option of viewing the meetings by Zoom in person or by the Zoom recording. Ms. Leclair stated it would be helpful if Laura could attend the meetings via Zoom when she was able to. Ms. Renaud stated she could attend via Zoom when able but also use the recordings when needed. Town Administrator Fraine was in attendance and stated as of December 15, 2021, a majority of the Board must meet in public at the Town Hall. Zoom capability would be available indefinitely for Ms. Renaud and the public to use.

Mr. Forte made a motion to appoint Ms. Renaud as the Minutes Clerk. She can attend the meetings virtually or use the recordings when necessary. Ms. Leclair seconded, and the motion carried.

Health Agent – Coverage

The Board discussed the need for coverage for the Health Agent when he is on vacation or out for an extended amount of time. Mr. Forte has been filling in as needed. He is often not close by but offered to continue to do so when he could. The Board asked Mr. Fraine if Mr. Forte could be a paid Board Member and get an hourly pay to do the inspections when needed. Mr. Fraine

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stated he may have to have special permission employee status from the Board of Selectmen. Mr. Fraine stated the Board should have someone to fill in as a paid assistant to Mr. Wilson. The Board felt that Mr. Forte could continue to do the job while Mr. Wislon is out. Ms. Renaud will reach out to Town Counsel for an answer regarding his pay. Mr. Forte will renew his Soil Evaluator's License if he needs. Mr. Wilson and Ms. Renaud had recommendations for when Mr. Forte is not available. Mr. Wilson suggested Steve Donateli, Mike Dean and Seth Lajoie who does live a distance away in Salem. Ms. Renaud stated John Vadnais expressed interest. He has his SI license and he is close by for assisting when needed.

Mr. Forte made a motion to appoint Steve Donateli and Mike Dean to septic inspections and/or do plan reviews when needed and John Vadnais to do septic inspections as needed all in non-emergency situations at an hourly rate of \$ 50.00. Ms. Leclair seconded, and the motion carried.

DONATION BINS

Regulations and Application

The Board reviewed the draft of the Bin Regulation and application. Ms. McGovern submitted a list of the donation bins she saw throughout the town. She located a total of 46. There is a possibility there are more. Mr. Forte stated the Board will send out an announcement so more may come forward. The Board discussed the maximum number of bins allowed will be 50. They cannot block parking or entrance/exits. A site plan will have to be submitted with the application. The schools and churches will be exempt from the annual fee. Bins will not be allowed on abandoned properties. Mr. Wilson will speak with Don Dimartino at the DPW about picking up the abandoned bins and their contents. He will update the Board for the next meeting. If there are unattended bins that are mismanaged, they will be given a written notice and then given 24-48 hours to remove the items. A fine will be issued on the 48th hour. It is considered litter and the residents should not have to look at the mess. Mr. Wilson will contact Town Counsel as soon as possible to approve the changes. He will get the final copy back to the Board before the next meeting on December 21st. Each applicant will receive the Bin Regulation on an annual basis with the application for the upcoming year.

Mr. Forte made a motion to accept and sign the Bin Regulation and application if Town Counsel approves the changes. It will be effective on January 1, 2022. Ms. Leclair seconded, and the motion carried.

CORRESPONDENCE

The Board reviewed the employee calendar and timeline for 2022. The Board requested to add the Town Meeting dates and summer schedule to the timeline for 2022. The Annual Report will be due. Ms. McGovern will work on that for the next meeting.

HEALTH AGENT UPDATES

Mr. Griffin stated he didn't know why Food Reports was on the agenda but stated he will be working on inputting his past Food Establishment reports. He stated he is having difficulty with the software. He has over 100 reports input to Permit Eyes Software from 2021 already in. He is currently up to August of 2020. Ms. Renaud asked Mr. Griffin if he could supply printed copies of all the Food Establishment Reports as the office has no records for any of them. The office staff has no way to refer to them. It is important they are put in their street folders. They are public information. Mr. Griffin stated he could do that but there would be 10 copies per inspection and that would be a lot of paper. Mr. Griffin stated they will all be in by Friday December 10th or Monday the 12th at the latest. Ms. McGovern stated there is an upcoming meeting at Town Hall regarding the Permit Eye Software. Mr. Wilson asked Mr. Griffin about the housing software and Mr. Griffin stated he will investigate that.

BILLS

Mr. Forte made a motion to approve a payment to Amazon of \$32. 67 for office supplies. Ms. Leclair seconded, and the motion carried.

Mr. Forte made a motion to approve a payment of \$126.88 to WB Mason for office supplies. Ms. Leclair seconded, and the motion carried.

BETTERMENT LOAN

Mr. Forte made a motion to approve the new Betterment Loan application for 6 Little Tree Lane. Ms. Leclair seconded, and the motion carried.

The applicant from 150 South Main Street will be notified that he needs to complete his application and the Board will review it when he has all necessary paperwork in.

GOOD AND WELFARE

Mr. Forte stated he went to the Stallbrook Plaza and the parking lot was filled with litter. Ms. Renaud sent a letter out to management. They did clean it up right away.

Mr. Forte stated that Market Basket is still stacking their dairy items too high. Mr. Griffin spoke with the manager, and they don't seem to be addressing this issue. They are consistently overstocking the items in the cooler sections. It is a very busy store. Mr. Griffin said they are in a good range of temperature when he does go. He will continue to check.

ADJOURNMENT

Mr. Forte made a motion to adjourn the meeting at 8:20 PM. The motion was seconded by Ms. Leclair and the motion carried.

Respectfully Submitted,

Laura Renaud

Laura Renaud
Minutes Clerk

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