

Chairperson Lynne Marchetti and Clerk Marlene Sanders, present.
Health Agent Elaine Wozny present.
David Driscoll, Board Member, not present.

Ms. Marchetti called the meeting to order at 8:30 am, February 25, 2008, at the TOHP Burnham Public Library, 30 Martin Street, Essex.

Discussion on this Evenings Meeting with BOS and the Cape Ann Chamber of Commerce re: the Essex Clam Fest: Historically, problems with the permitting process have plagued the Essex Clam Fest due, primarily, to late receipt of Temporary Food Permit Applications (TFE). The Board discussed the importance of educating the Cape Ann Chamber of Commerce staff on the permitting process and the deadline for submitting both the Coordinator’s Application for the Chamber with fee and the TFE for the participants and vendors. FTE applications are due 30 days before the event, but are routinely received last minute. The Board agreed that they must be received no later than a week prior to the event. An event coordinator from the Chamber should be available to facilitate communication with the participants and vendors during the permitting process should the need arise. A Serve Safe Certified individual must be on site. All participants and vendors are subject to inspection.

New Town of Essex Website Mission Statement: Ms. Wozny presented potential mission statements for the new Town of Essex website for the Board to review. The Board agreed to use the following mission statement: “The mission of the Essex Board of Health Department is to assess and address the needs of the Essex community, in order to protect and improve the health and quality of life of its residents, visitors and work force. This charge is carried out by health promotion, community health services, public outreach, education and empowerment, as well as promulgation and enforcement of Health Department, Town and State regulations.”

Meeting Adjourned: 9:00 am

Next BOH meeting: 2/25/08, 6:30 pm

Prepared by _____
Ann White

Attested by _____
Marlene Sanders, Board of Health Clerk