

REGULAR MEETING OF THE BOARD OF HEALTH
January 13, 2014

A Regular Meeting of the Board of Health was held at the Town Hall on Monday, January 13, 2014, at 6:30 p.m. The meeting was duly posted. Board members present: Ms. Lopes, Mr. DeTerra and Ms. Acksen. Health Agent Patricia Fowle and Food Inspector Susan Griffin were also present.

Chairman Lopes called the meeting to order at 6:30 p.m. and asked that the minutes of the Regular Meeting of January 6, 2014, be amended or approved. Mr. DeTerra motioned to approve the minutes; Ms. Acksen seconded. The vote was unanimous.

Chairman Lopes asked that the minutes of the Executive Meeting of January 6, 2014, be amended or approved. Ms. Acksen noted some expanded detail was warranted in regards to Board members participating in food inspections when called upon by the health inspector. Mr. DeTerra motioned to approve the minutes as amended; Ms. Acksen seconded. The vote was unanimous.

The Health Agent prepared a job description for Food Inspector as directed at the last meeting. The Board reviewed the description. Discussion ensued. The description was acceptable to the Board however they wished to add a Policies/Procedure item to outline a food inspector's duties more clearly. Ms. Lopes stated that in place of the current method for tracking mileage using rounded numbers in miles per day, odometer readings should be used with start and finish for each day for better accountability. Discussion ensued. Ms. Lopes stated there is a need for consistency in a food inspector's availability and offered that the policies include work hours of Monday through Thursday, 11:00 AM to 3:30 PM. This would establish when a food inspector was on duty versus no set hours, instead of the current system of simply up to 18 hours of work per week. Discussion ensued. Ms. Griffin stated that though she cannot always do the proposed hours she does accomplish the tasks she is mandated to do. Mr. DeTerra stated the health agent has a set schedule and this allows for consistency and accountability. He stated it is difficult not knowing when an employee will arrive to work or how long they will stay. This is particularly so when a food related complaint is received. Ms. Acksen stated she did not wish to create a problem with an existing position. Discussion ensued. The Board will review the current process in place by having the health agent record when the food inspector arrives, how long the food inspector is in the office, when the inspector departs for inspection-providing a list of anticipated sites that will be inspected each day, time when the food inspector returns and time spent in the office before end of day departure. This type of record keeping should be done for a couple of months and will prove out any inconsistencies for task coverage, accountability and consistency. Mr. DeTerra iterated he would like a consistent schedule. The health agent suggested that if the food inspector could not make it into the office by 11:00 AM, then a call to the office prior to 1:00 PM, but preferably as close to 11:00 AM as possible, to indicate time of arrival should work. The health agent would then record all the information as previously discussed. The Board will then review the data at a later Board meeting and make any adjustments needed. Ms. Lopes then recommended for consistency with other employees that the use of vacation time must be scheduled with the office at least 24 hours in advance of taking vacation time to ensure coverage. Personal time and sick time are of course, used as needed. The food inspector requested an ipad use for the food inspections. The Board said the office camera is available.

Ms. Acksen motioned to accept the written health inspector definition with the discussed amendments and to implement immediately as much of the amendments as possible with a review at a future Board meeting. The motion was seconded by Ms. Lopes. The Board voted two in favor with Mr. DeTerra opposed.

The Curbside Recycling Contract is prepared for the bid process starting in mid-January. The health agent will meet with ABC Disposal, Inc. to discuss options in this regard on Friday, January 17, 2014.

The proposed fiscal 2015 budget was reviewed. Ms. Acksen motioned to approve the proposed fiscal 2015 budget as presented; Mr. DeTerra seconded. The vote was unanimous.

Invoices were signed.

There being no further regular business before the Board, motion to adjourn was made by Mr. DeTerra; seconded by Ms. Acksen. The vote was unanimous. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,
Patricia Fowle,
Health Agent