

**BOARD OF HEALTH
MEETING MINUTES**

Thursday, July 10, 2014

**ATTENDEES: Robert O'Hanley, Member
Richard Lombard, Member
Charlotte Parker, Member
Deborah Ketchen, Health Agent
Lori Bentsen, Administrative Asst.
Denise Dembkoski, Finance Director**

Meeting Open: 1:06 PM

AGENDA:

The first item on the agenda is review and approval of meeting minutes of May 8, 2014. The Board voted unanimously to approve meeting minutes of May 8, 2014. Richard Lombard made a motion to amend meeting minutes of January 28, 2013 to remove in the second paragraph, "The Board told the health agent they would like her to start inspections in March when she is not busy with septic system inspections." Richard Lombard made a motion to add, "The Board told the health agent they would like her to start the first round of food establishment inspections in July and the second round of inspections in January." The Board voted to approve amended minutes and it was a unanimous vote.

The second item on the agenda is 23 Broad St., (abandoned property). The health agent told the Board that she received a phone complaint from a neighbor stating that no one is living in the house, that there are people going in and out of the house and the grass at this property is overgrown and needs to be cut. Bob O'Hanley said that this Board can't board up a house just because the grass is overgrown and no one is living there at the present time. Richard and Charlotte agreed. Bob asked the health agent if she knows who owns the house. Deborah said she has done research and it is owned by a property management company, Five Brothers Management Co. in Michigan. Bob asked Deborah if she has discussed this property with the building inspector and the fire chief and Deborah said she had not contacted them. The Board told Deborah that she needs to do an inspection of the property with the building inspector and the fire chief to ascertain if this house is unfit for human habitation. If that is the case, then the Board would have justification to vote to board up the house.

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The third item on the agenda is 1 Holly Lane (abandoned property). The Board asked the health agent for an update on this property. Deborah told the Board that after several phone calls and emails to Select Portfolio Servicing, Inc., Salt Lake City, Utah, she was told that the violation inspection report that was mailed to them in May was sent to the wrong department. Deborah said she was told the violation report is now in the correct department that handles these issues and they will be sending an agent to inspect the property. Deborah said she was told they will also be taking bids to exterminate the rodents. Denise Dembkoski said that she didn't know if the Board was aware that the residents of Holly Lane are petitioning for a tax abatement and they are claiming the deplorable condition of this property is lowering the property values on the street. The Board told Deborah that she also needs to do an inspection of this property with the building inspector and the fire chief. Richard Lombard said that the pool or fish pond needs to be secured by the building inspector. The Board told Deborah to contact Kelly Procurot, 3 Holly Lane and give her an update and to keep the Board apprised of the progress on this property.

The next item on the agenda is restaurant inspections and licensing. Bob O'Hanley asked Deborah if the inspections and licenses are all done. Deborah said that the inspections are all done and the licenses have all been delivered except for two, Nichols Village and Your Place and Ours and that is because their applications were sent in late. Richard Lombard said he brought this up earlier, that he wants the restaurant owners to come into the office to pick-up applications and licenses rather than the health agent, administrative assistant, Board members hand delivering. Richard Lombard made a motion that the food establishment owners come into the office to pick-up their licenses on June 1 to June 30. Charlotte Parker seconded the motion and it was a unanimous vote. The Board also decided the food establishment and tobacco license applications will be accessible on the town's website. Denise Dembkoski told the Board that she handles getting information on the town website and will be glad to place any information that the Board wishes to have on it. The Board asked Lori to draft a letter for their review to send to the owners informing them that license applications will now be accessed on the town website. The Board decided that Richard will research the State Tobacco Regulations to know what exactly is required for inspection to grant a license.

The last item on the agenda is emergency preparedness. Bob O'Hanley said this involved discussing police radios being purchased without the Board's knowledge and Bob asked Deborah if she wished to discuss it in open meeting or enter into executive session. Deborah said she would discuss it in open meeting. Deborah

told the Board that in April Deputy Chief Gillen came into the office and asked her if there was any emergency preparedness money available because he would like to purchase radios. Deborah told him there was money available and told him to order the radios. Several weeks later, Deborah said she attended a coalition meeting and was told emergency preparedness funds could not be used for police department radios and the coalition will not pay for the radios. Deborah said after this meeting she contacted Deputy Chief Gillen via email and also left a message on his phone informing him of this. Deborah said that Deputy Chief Gillen's reply to her was "OK, I will take care of it." Deborah told the Board that Deputy Chief Gillen had the three radios programmed and engraved after she told him emergency preparedness was not going to pay for the radios. Denise Dembkoski said that the first meeting she had with Deputy Chief Gillen, he told her about the radios and he told Denise that as soon as Deborah told him emergency preparedness would not pay for the radios, he immediately called to cancel the order but was told he couldn't cancel because the radios had already been programmed and engraved. Denise said that she wasn't sure of the timeline. Denise said that she told Lori that the money to pay for the radios will have to come out of the Board of Health expense line item. The Board told Deborah that any expenditure of any money needs to be brought before the Board for approval and the Board should have been notified by you as soon as this occurred, not three months later. The Board told Deborah, again, that this issue should have been brought before the Board who are elected officials of the town, to decide and vote if monies will be allocated for any purchases. Charlotte Parker said that this is another instance of something happening and the Board not having any knowledge as to what is going on. Charlotte said that the health agent should have told them about Holly Lane long before they were finally made aware of it from the email from the Finance Director. Denise Dembkoski said that one of the reasons that she is sitting in on this meeting is to alleviate some of the problems the various Board's are having. Denise said her recommendation is that when a matter comes into the office, whether it's through Deborah or Lori, the entire Board should receive an email on the matter and then the matter should be placed on the agenda for discussion at a meeting. Denise said that Board members should not be discussing issues between themselves through emails. Denise said that the Board really should vote for a chairman. And the last item Denise said that she wanted to mention to the Board is that timesheets and bills payable warrants need to be signed by the majority of the Board. The Board decided that Bob and Charlotte will sign employee time sheets and bills payable warrants. Bob told Lori and Deborah that if anything out of the norm comes up, they want to be notified immediately and Richard and Charlotte agreed. Charlotte said that she has only sat on the Board for a short period of time but since I have been sitting on this Board we have had quite a few conflicts and discussions about the job

performance of the health agent. Denise Dembkoski excused herself and said that her portion of what she wanted to discuss with the Board is done. The Board agreed that the health agent's job performance is an issue and the Board decided it will be discussed at the next Board meeting.

PLAN REVIEW AND APPROVAL:

None at this meeting.

Meeting adjourned 2:30 PM

Next Board of Health Meeting is scheduled for August 6, 2014.