



## **BOH MEETING MINUTES – 11/1/16**

### Attending

Robin Williams, Chairwoman  
James Griffin, Member  
Joseph Tennyson, MD, Member

Also in attendance: Cathleen Liberty, Director of Public Health, and Tina Nolin, Senior Clerk

**Meeting called to order 6:32 pm**

### **REVIEW OF MEETING MINUTES**

#### **Meeting minutes of October 11, 2016**

Motion to accept October 11, 2016 minutes – Member Tennyson

Second – Vice Chair Griffin

3-0 Vote to accept and place on file the minutes of October 11, 2016 Yes, Chairwoman Williams; Yes, Vice Chair Griffin, Yes, Member Tennyson.

### **BOARD BUSINESS**

#### **• Emergency Preparedness Contractor**

Director Liberty updated the Board regarding funds the department is receiving via the Region 4 EP which allocates money to communities in the region to use for a variety of purposes. Marlborough has been awarded \$5000. We will be hiring a consultant, Michael Borowitz, who will be helping to catalogue the City's Emergency Preparedness inventory and make sure we have what we need and know where it is.

#### **• Full-time Public Health Nurse**

Director Liberty updated the Board that we had an accepted offer for the full-time public health nurse position. The new nurse is Patricia Morin and she will start December 1, 2016.

### **PUBLIC HEALTH ISSUES**

#### **• Immunization Program School Program**

Director Liberty reported the clinic is currently being run on Friday mornings from 10:00 am to noon at the Health Department Offices and will continue to do so for the next week. The Clinic will move back to the Whitcomb School on Wednesday starting the week of November 7<sup>th</sup> on Wednesdays.

#### **• Flu Clinic**

Director Liberty updated the Board on the City Wide Flu Clinic and Municipal Employee Flu Clinic held this month. The City Wide Clinic was on October 20<sup>th</sup>, at the Council On Aging/Senior Center. The vaccines were administered by the VNA Care Network. We served 63 people.

The city clinic was held at City Hall on October 25<sup>th</sup> and 56 employees were served.

**MONTHLY REPORTS**

• **Nurses Report**

Director Liberty presented the Public Health Nurse's report – report was accepted and approved to be placed on file.

• **Sanitarians' report**

Presented by Director Liberty - reports were accepted and approved to be placed on file.

**UNKNOWN BUSINESS AT TIME OF POSTING**

• **Joy Asia Inspection**

Director Liberty presented the inspections conducted by Food consultant/inspector Lee and Assistant Sanitarian Sterrett. After much discussion it was decided that Inspector Lee would conduct a re-inspection in the morning and her findings and Assistant Sanitarian Sterrett's would help determine next steps, including Joy Asia's owners hiring a food consultant and perhaps coming before the Board in December. Director Liberty would update the Board tomorrow following Inspector Maureen's re-inspection.

• **Regulations in Open Comment Stage**

The board briefly discussed two state regulations/codes currently being updated and in open comment section. The 2013 Food Code which the state will be adopting as well as changes to the Recreational Camps. The Board was encouraged to read through the two regulations/codes and be sure to make their comments at the state website.

**ADJOURN**

Motion – to adjourn meeting at 7:14 pm – Member Tennyson

Second – Vice Chair Griffin

3-0 vote to adjourn Board of Health Meeting at 7:14 pm, Yes, Chairwoman Williams; Yes, Vice Chair Griffin. Yes, Member Tennyson

**Next Board of Health meeting will be**

Respectfully submitted,



Chairwoman Williams

12/13/2016

Dated

Cc: Board of Health Members  
City Council  
City Clerk  
City of Marlborough Website