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WILMINGTON, MASS.

MINUTES  
BOARD OF HEALTH

Date: April 25, 2012

PRESENT: Armand White, James Morin, Judith O'Connor, Darlene Coyle

ABSENT: Derek Brindisi

GUESTS: Christopher A. White, Pauline Flaherty and Dolores White

Meeting called to order at 7:00 P.M. by chairman Armand White.

The first order of business was the re-organization of the Board. Judy O'Connor recommended Armand White remain as Chairman, seconded by Jim Morin. Vote unanimous. Armand White recommended Jim Morin for Vice Chairman, seconded by Judy O'Connor. Vote unanimous. Armand recommended Judy O'Connor as Clerk, seconded by Jim Morin. Vote unanimous.

Minutes: A motion to accept the minutes for the April 11<sup>th</sup>, 2012 meeting was made by Judy O'Connor. Seconded by Jim Morin. Vote unanimous.

Office Update: No office updates

Vouchers: Vouchers were signed by those present.

Health Agent Report:

Julie presented to the board Darlene's request to order chlorine and quat test strips. Darlene explained many small establishments don't buy these, however, if they were available locally, they would be more apt to buy them. Jim stated they are valuable to have, they use them all the time. Darlene stated these would be a convenience item to sell to the establishments. Judy made a motion to order 1 dozen of the chlorine and 1 dozen of the quat kits. Jim seconded. Vote unanimous.

Camps: Darlene wanted the board aware, many summer camps have inquired about rules and regulations. She presented them with a proposed cover letter showing what documents will be necessary for camp approval.

Open Door Policy: Darlene asked policy on establishments leaving their front doors open. Jim stated a discussion was held last year and it was decided they could leave the door open. Judy stated the back door must be closed unless screened. Armand said this open door policy came with Derek's recommendation. All agreed policy would stay as is.

#### Old Business:

Armand addressed the emergency call list, referring to in the April 11<sup>th</sup> minutes. He requested it be on the next agenda, as he spoke with Derek, and Derek will outline the list at the next meeting. With grant money in place, there are four inspectors available to take emergency calls 24/7. Armand did not elaborate further, as it would be hearsay. This is a benefit of having the coalition.

Darlene stated she would work with Derek with the board's wishes. Judy wanted it noted in the minutes, last year we paid the City of Worcester \$24,000. This year the manager moved \$6,000 to bring the contract to \$30,000 and we should get more for our money.

Armand also recommended the duty of the court officer be discussed at the next meeting. Derek told Armand the City of Worcester is capable of handling that for us as well.

Armand also opened discussion that before anyone is taken to court, they come before the board for a hearing. Darlene stated when a violation order is not complied with, she will have Julie put it on the agenda for discussion.

On the same subject, Judy recommended the same for food inspections. When an inspector has to go back to an establishment 3 or 4 times, it should come before the board for discussion. The board can take immediate action if needed. Armand stated many times a resolution can be made quicker if the board is aware of the problem. Darlene is aware the board wants to work with the people as much as possible.

Farm Animals: Armand asked the discussion be tabled for a future meeting. Jim stated the information packet be looked at for Princeton regarding small animals and Westboro for large animals.

Judy agreed.

Contract with City of Worcester: The board agreed to evaluate the contract after one year. All agreed the evaluation would be done at the last meeting in June.

#### Other Business:

ServSafe certifications & inspections for town food permits: Armand questioned , a local business serving food with temporary one day permit & not being ServSafe certified. Darlene stated non potentially hazardous foods, such as hot dogs, chips, etc. are exempt for ServSafe certification. They do need to be inspected. Darlene also clarified the requirements for one day catering events. Also discussed was the non-profits in town do not pay, however, a permit is still required.

Fees: Armand questioned the fee schedule for possibly lowering fees or eliminating some. Julie explained the search fee, stating 10 or more copies, a \$10.00 charge is implemented. Any copies under 10 pages are free. Armand stated he would like to discuss all fees at a future meeting.

Armand addressed a letter received by the residents of 23 West St. regarding a violation found at that residence for trash and debris. He felt the Standard Violation Order is intimidating, including the threat of court if yard not cleaned in 14 days. He offered, with the board's permission, to work on this violation with the resident. He will help them clean the yard and stated it cannot be done in 14 days. Judy commended Armand, stating the board should be more active in helping people.

Jim agrees with the letter, stating it's a wake-up call. It gets the property owner moving on the violation and Darlene can give more time for clean up as progress is being done. Armand says sending that letter after one inspection is premature. Give them more time. Judy stated 14 days is not a lot of time. Darlene stated the letter is sent after an inspection, it states health code violations found, what the law is, what responsibility the board has, and what course of action will be taken. It has also been read and approved by legal council. It is not meant to be threatening, but to outline the laws.

Judy stated the importance of the letter, that people need to be aware they can and will be held responsible. The board and Darlene will continue to work with people and extend time as needed.

Discussion ended with Jim and Judy in favor of keeping the Standard Violation Order as is. Armand stated for the record he is opposed to the current letter.

Motion to adjourn at 8:00 P.M. was made by Jim Morin. Seconded by Judy O'Connor. Vote unanimous.

Minutes approved:

Armand White 

James Morin 

Judith O'Connor 