**MINUTES**

**BOARD OF HEALTH MEETING**

**MAY 28, 2014**

Members present: Linda Cocalis, Richard Volpe, Health Agent Alyssa Rusiecki, Norma Buckley, Clerk.

Linda Cocalis opened the meeting at 5:05 p.m.

Interviewing Dawn Toon for the Board of Health Inspector position

Richard Volpe questioned Dawn about what year she was on the BoH. She said she was on when Hal White was on it and she took his place when he went to the BoS. Dawn has her Master’s degree and just received her ServSafe certificate. Linda questioned her about Housing Inspections that she had formerly done and she said she did apartments in Indianapolis with issues such as trash, pests, flees, no heat, no water and landlord problems. You had to have soffits, gutters, had to have stairs, railings roof had to be intact. Dawn said she has not reviewed any of the new laws but will review the sanitary codes for housing in Massachusetts. Dawn used to work for 3M Company, but they are re-locating their offices out-of-state. Dawn did food inspections with other inspectors just to learn the process. The Board discussed what types of permits are needed to have for each event. If they are nonprofit they are not charged but if they are for profit there is a fee for each individual vendor. She said she would have no problem going out on the weekends if needed to inspect these vendors. BoH meetings are usually done between 5 or 6 as this time frame seems to work well and the Inspectors reports are usually done about once a month. Most of the information is on forms to be filled in the Board is just looking for where you went, what you saw, what problems there were and the criticals observed. Information on when you went back and what had been done since the last visit. Linda noted that a “watch list” was kept and you could see the background of each one for the violations. Dawn went on an inspection with Alyssa for a pool inspection, chemical and pool opening inspections and safety checks. An operator’s pool inspection course will be done and an online course will also be researched.

Next meeting will be at Tantasqua at 6:00 on June 2. A decision will be done at that meeting as to who will be offered the job. The position is a graded position with the hourly rate posted for the position. There will be a formal letter from the BoH stating the BoH decision. Then the new hire will get the proper paperwork to be filled out at the Town Hall. Some extra line item money is still in budget and it could possibly be used for extra few hours other than the 14 hrs. a week. Identifying the mid to end of June as a temporary assignment and use the budget money up and give Ron the 4 hrs. to work with Dawn when he is available. In July the new hire would work the 14 hrs.-18 hrs. a week. In January it would be 18 hrs. Start date is potentially June 9, 2014.

Checking out the line items left in the budget, Recycling Center-Landfills: electrical work to be disconnected, hazmat unit to be replaced in the next year and would have both done at the same time. Gravel would come out of the supplies for the landfill and also the shed. Replace the next hazmat shed the next year. Linda wanted to see what was left in the budget for conference registration for each year. Money would come out of a reserve fund transfer for the June 17 & 18 pool operator course in Norwood, MA. Dawn is also interested in taking classes on how to do proposal or grant writing. The Board suggested that she find some grants that have been written, see who did them and how they wrote them and get a copy to look at. According to Linda it’s going to be serious grant writing you want to have someone who willing review your writing you “ pink team” it, then “red team” it, than “gold team” and will be turned in at that time.

Linda Cocalis made a motion to call the meeting to a close at 5:45, John Volpe second the motion. APPROVED (2-0)

5:45 Adjourned:

 Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_