

Board of Health
August 30, 2017 3:30 P.M
City Hall Annex Conference Room

Members Present

Thomas Moon
Toni McLellan
Jackie Fitzpatrick
Jim Grant

Others Present

Julia Libby, Secretary BZLS

Excused Members

Jocelyn Caple

MINUTES

Meeting was called to order at 3:55 PM by Director Jim Grant. The Board started off by reviewing the draft of By-laws created in last month's meeting.

It was discussed whether or not this revised draft should go to the City Attorney, Ms. McLellan expressed that the draft should be gone through with a fine tooth comb a few times before becoming a draft for the Attorney. Director Jim Grant said that the Attorney will be able to propose changes as well and get them on the correct path. It was discussed that there aren't many By-laws for Boards of Health; a new course is being charted.

Meeting frequencies were discussed and it was decided that the second Wednesday of every month at 3:30 p.m is working until the By-laws are in a final draft there after meetings will be held quarterly and that during those meetings Health Inspector Bob Veno would be able to fill the Board in on the three months events and any other pertinent information would be able to be discussed during those meetings.

Member Jackie Fitzpatrick entered the meeting around 4:30 p.m and Director Jim Grant filled her in on everything she missed. The Board then reviewed the draft of the By-laws some more and made any changes they felt necessary.

The Board discussed how they would handle hearings that need to be held in the case that the Health Inspector would need to close a food establishment, and or revoke a food license. The Board referenced to City Ordinance 25.18.

Member Thomas Moon left the meeting at 4:59 p.m with no other major concerns for the draft of the By-laws.

The Board discussed a Code of Ethics that will need to be adopted, Ms. McLellan had a draft on the By-Laws they created and that would be used as their draft for the time being.

It was determined that the changes discussed today would be made and sent to the City attorney for initial review before making any more changes. After feedback is received from the Attorney any other necessary changes would be made and sent to members for more review.

The minutes of the past three meetings were reviewed. Ms. McLellan motioned to accept the minutes with minor changes, Mr. Grant seconded. The motion passed unanimously.

Mr. Grant then motioned to adjourn the meeting; Member Jackie Fitzpatrick seconded the motion.

The meeting adjourned at 5:33 P.M.

Next meeting will be held September 13, 2017.