

**Board of Health**  
**September 13, 2017 3:30 P.M**  
**City Hall Annex Conference Room A**

**Members Present**

Thomas Moon  
Toni McLellan  
Jackie Fitzpatrick  
Jocelyn Caple

**Others Present**

Julia Libby, Secretary BZLS  
Bob Veno, Health Inspector

**Excused Members**

Jim Grant

**MINUTES**

Inspector Veno called the meeting to order at 3:45 p.m. Ms. Fitzpatrick asked if they would be reviewing the revised By-laws this meeting, it was decided that they could take a brief look and all really review over the next month until next meeting. They would invite the City Attorney to the next meeting and Mr. Grant would be present to fully review the By-laws for a final draft.

For most of the meeting Inspector Veno briefed the Board on the month's events, and more of his ideas on what the Board can do to help him in the future. Ms. McLellan shared some instances and procedures that she uses in Portsmouth.

At 4:35 p.m Ms. Fitzpatrick had to leave; she said she will review her By-laws over the next month.

Dr. Caple went over all suggestions she had for the By-laws and mentioned that she would like to see some sort of policy outside of the By-laws as well. The Board agreed.

Dr. Moon then made a motion to approve the minutes of August 30<sup>th</sup> meeting, Dr. Caple seconded. The motion passed unanimously.

Ms. McLellan motioned to adjourn the meeting at 4:55 p.m, Dr. Moon seconded. The motion carried unanimously.

**Next meeting will be held October 11, 2017.**