

Board of Health
October 11, 2017 3:30 P.M
City Hall Annex Isinglass Conference Room

Members Present

Thomas Moon
Toni McLellan
Jackie Fitzpatrick
Jocelyn Caple
Jim Grant

Others Present

Julia Libby, Secretary BZLS
Bob Veno, Health Inspector
Terence O'Rourke, Attorney

MINUTES

The meeting was called to order at 3:45 pm. Mr. Veno briefed the Board on the past month's health events. Once Mr. Grant entered the room he introduced the City Attorney to the Board, and explained he would be here to go through the By-laws and answer any questions regarding them or the legality of the Board.

Dr. Caple motioned to approve the minutes, and Ms. McLellan seconded. Four of the members approved and one abstained.

Mr. Grant asked if there were any changes to the By-Laws that needed to be made now, Dr. Caple went over some of the changes she wanted to make. She also made it clear the Board thinks that separate set of policies from the By-laws may be necessary for the purpose of not having to amend By-laws for any policy changes.

Ms. McLellan had some questions regarding hearings and appeals. Mr. O'Rourke went over appeal processes that have taken place in the past and what the Board may want to do. Some more discussion about the appeal process took place amongst the Board, Health Inspector and Attorney.

Discussion about publicity as far as meetings, inspections and investigations came about. Mr. O'Rourke informed the Board that everything is public information if requested; unless something is an open investigation, once an investigation closes it then becomes public. Mr. Veno said that he doesn't post inspections, but if the Board so chooses to once the Board, By-laws, policies, and everything else is in place and ready to go. Mr. O'Rourke mentioned Manchester's Health Department and that you can find all their food establishments' inspections and an overall grade for them.

At 4:23 pm Ms. Fitzpatrick had to leave, and stated that she had no final comments but would be in touch to catch up on the rest of the meeting.

Dr. Moon asked about instituting a larger fine than the current ten dollar fee for late license renewals. The Board talked about getting that put in place. Mr. Grant also mentioned that this is something that needs to be approved through the City Council.

There was finalizing conversation regarding non-public and public information for the sake of an establishment's reputation, as well as, once a grading system is in place, how long an establishment can receive barely passing grades and situations that would constitute revoking an establishment's food license. It was discussed that some final changes to the By-Laws would be made for the City Attorney to review and they would be approved at next month's meeting.

Mr. Grant motioned to adjourn the meeting at 5:00 p.m, Dr. Moon seconded. The motion carried unanimously.

Next meeting will be held November 15, 2017.