



City of Rochester, New Hampshire

Building, Zoning & Licensing Dept.

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MINUTES OF THE ROCHESTER BOARD OF HEALTH MEETING OF February 28, 2018

Jim Grant called the meeting to order at 3:40 p.m. in the City Hall Annex Isinglass Conference Room.

Roll Call:

The secretary conducted a silent roll call.

Members Present

Thomas Moon
Toni McLellan
Jocelyn Caple
Jim Grant

Members Excused

Jackie Fitzpatrick

Also present: Julia Libby, Secretary of Building, Zoning, and Licensing Services
Bob Veno, Health Inspector of Building, Zoning and License Services

These minutes are the legal record of the meeting and are in the format of an overview of the Board of Health meeting. It is neither intended nor is it represented that this is a full transcription.

The minutes of October 11, 2017 were reviewed; Mr. Moon made a motion to accept the minutes, Mr. Grant seconded the motion. The motion passed unanimously.

The minutes of November 15, 2017 were reviewed; Mr. Grant and Ms. Caple were not present for the November meeting therefore they abstained. It was stated that the approval of November's minutes would take place next month.

Dr. Moon expressed interest in the Chair position. Mr. Grant asked if there was any interest in the Vice Chair position, and Ms. McLellan was nominated for Vice Chair. The positions passed unanimously.

Inspector Veno started reviewing some suggested inspection policies. The City of Manchester posts inspections. Mr. Veno distributed sample copies of their inspections amongst Board members. Topics regarding the scoring of inspections, such as whether to make them public knowledge and whether or not posting of the entire inspection would occur, were discussed. Whether just scores will be posted or entire inspection reports. Mr. Grant expressed that he thinks a score card could be posted for the establishments, but the inspection reports that show why an establishment received that score should be an item left for posting on the website only.

The Board discussed scoring of inspection items as well as the possibility of doubling point deductions for repeat violations from the previous year. There was discussion of how this action might foster incentive to fix minor violations. The Board was in consensus that this would be implemented.

Mr. Veno demonstrated on his tablet how the new inspection reports are scored and how violations are depicted. The decision by the Board after discussion with Mr. Veno was that a score of equal or less than 70 constituted a failing score and could trigger an immediate closure. They talked about other things that could constitute an immediate closure whether it be multiple Priority Foundation violations, or what type of Priority violations.

Mr. Veno brought up what the scoring system may do to large scale operations such as a supermarket with multiple departments and food preparation areas. The Board weighed out the possibilities and thought that at some point maybe multiple licenses for the different areas in a supermarket, or having the store managers be educated on the new system and told what effects this could have on such a large establishment. No decision was made. This topic will be discussed further at the next meeting.

The Board began going through the violations weights. It was agreed that Priority violations would be considered critical and have a weight of five points, and dependent upon the violation can result in immediate correction of the violation, removal of an area or piece of equipment, full closure of the establishment, or a re-inspection scheduled. The Priority Foundation Violations will be considered items or situations that may cause priority violations, they have a weight of three points and dependent upon the violation, can be corrected on site or with an accepted corrective action plan approved by the Health Inspector. Core violations are primarily maintenance or safety issues not likely to cause food borne illness, dependant on the violation this could be corrected on-site or with an approved corrective action plan. Core violations will have a weight of two points and shall double each successive year that a violation is not corrected.

Around 5:10 pm there was still a whole page of suggested policies to review so the Board decided to skip down the timeline of the new system's implementation to approve, and the rest would be reviewed next meeting.

The timeline was approved as follows:

- Ongoing – letting food establishments know that a scoring system is forthcoming and general knowledge of what it will entail.
- Board of Health Recommendations and approvals- 3/28/18
- Ongoing through 12/31/18 - Work with Economic Development to provide outline of new corrective action process to business establishment owners/management
- Ongoing through 12/31/18 - In play testing to provide establishment scores without new penalties
- 1/1/2019- Scores become real with new corrective action process system in play.
- 1/1/2019- Scores will be posted on a yet to be determined portion of the City Website.
- Determine how photos will be handled – the inspection module only supports 3-4 photos so a separate folder would be required to display additional photos.

-1/1/2020- Possible requirement for licenses to post a score in a conspicuous location at the establishment

Ms. McLellan motioned to accept the timeline as presented, and Dr. Moon seconded. The motion carried unanimously.

It was determined that the next meeting would be held March, 28th 2018.

Mr. Grant asked for a motion to end the meeting. Ms. McLellan motioned to adjourn at 5:25 pm, Dr. Moon seconded and the motion carried unanimously.

Respectfully submitted,

Julia Libby

Julia Libby, Secretary of Building, Zoning, and Licensing Services