

Town of Mansfield
Board of Health

August 12, 2019 Minutes

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Mission Statement: The mission of the Mansfield Board of Health is to protect, preserve and improve the public health, environment and wellbeing of our citizens through the enforcement of federal, state and local statutes and regulations, education and promotion of sanitary living and working conditions, and protection of the environment from disease and pollution.

Present: Michael Healey; Chair, Antonia Blinn, Graham Wilson, Kasia Frenette; Clerk, Amy Donovan-Palmer; Board of Health Agent, Christopher George; Recorder,

Guests: Saloonnee Adhikari

I. Meeting Called to Order

The meeting of the Board of Health was called to order at 7:02pm by Chair Michael Healey.

II. Consent Agenda

***Motion to accept the Consent Agenda made by Ms. Blinn, 2nd by Ms. Frenette. Vote 4-0 PASSED**

III. Trash/Recycling Taskforce

Ms. Donovan-Palmer explains that the Town is starting a Trash/Recycling Taskforce. She says they're looking for an overall plan for solid waste management. She says they'd like a member of the Board of Health to be a part of this taskforce. She says this is a recommendation from the Town Manager.

Ms. Donovan-Palmer fields for a volunteer.

***Motion to appoint Graham Wilson as the primary representative to the Trash/Recycling Taskforce with Michael Healey as a back-up representative made by Ms. Blinn, 2nd by Ms. Frenette. Vote 3-0 PASSED**

IV. Food Permit Cost Waiver Discussion 501(c)(3) vs (c)(4)

Ms. Donovan-Palmer says this is in regards to the Foxboro Jaycees. She explains there's a minor league football league that will be playing at Mansfield High School. She says when they spoke about it in the waiver form it's specific to 501(c)(3). Mr. Healey explains that within their discussions they had a non-profit doing the work but a portion of the proceeds will be given back to the association and that action was deemed not applicable for a waiver.

Mr. Healey explains the hierarchy of the Knights of Columbus and how that functions with 501(c)(3) to provide some background.

Ms. Frenette says she's looked it up and with a 501(c)(4) it's mostly based around a political association. Ms. Blinn confirms this information and explains that reporting where the funds are going is different between a 501(c)(3) and a 501(c)(4). Ms. Blinn verifies it's not currently in their information packet. Ms. Donovan-Palmer says there was a lot of discretion on the behalf of the previous Health Agent on who would receive a waiver. She says she needs some clear documentation on who has a fee waived and who does not.

Mr. Healey says going forward that if they have a 501(c)(3) they should waive that without question but if they have a 501(c)(4) then it will need to be reviewed by the Board of Health. Ms. Donovan-Palmer says this wouldn't be optimal and it should be up to the Public Health Department to say yes or no based on the Boards recommendation.

Mr. Healey says they could always refund permit application fees. He explains that the Board of Health can then review these application fees at the following meeting.

Ms. Donovan-Palmer says if she has clear direction and procedure it will allow her to enforce the policy.

***Motion to have applicants follow current policy of the application in which the applicant must provide a 501(c)(3) form or fill out the appropriate form designating the funds being transferred to another non-profit that does hold a 501(c)(3) made by Ms. Blinn, 2nd by Mr. Wilson. Vote 4-0 PASSED**

V. BOH Presentation by Saloonee Adhikari

Saloonee Adhikari, Town of Mansfield Public Health Department Intern, presents her project on on-boarding new Board of Health members. Ms. Donovan-Palmer says the Board should consider building a "job description" for future Board of Health members.

Mr. Healey says they take a lot of direction from the state. He says he's looking for verbiage that explains how they became the Board of Health to explain to the general public that they follow state rules and mandates. Ms. Adhikari says she'll work on this.

VI. Old Business

Xfinity Operations Update

Ms. Donovan-Palmer says that Ms. Blinn and she performed a visit on August 1, 2019. She said a lot of issues were related to temperature. She says Kevin, their consultant, has made some changes. Ms. Blinn says that she appreciates how much time it takes to go through the facility. She says it was about 4 hours; which emphasizes the importance of re-inspection fees. She says she was surprised with the amount of violations. Ms. Blinn says it's obvious a lot of work has been done but it seems like when he (Kevin) isn't around procedures aren't being followed. She says her biggest concerns are volunteers and temps. Ms. Donovan-Palmer says the temps are serve-safe certified.

Mr. Healey asks if the area where food preparation is occurring is owned by LiveNation or by Delaware North. Ms. Donovan-Palmer says it's owned by LiveNation but contracted to Delaware North.

Mr. Healey asks if Kevin is checking temperatures on his watch. Ms. Donovan-Palmer says yes. Mr. Healey says he feels more comfortable with that; as it happens every two hours. Ms. Blinn says that she found an

improvement as the fruit is being cut centrally and then sent out to individual sites. Ms. Donovan-Palmer says their plan for next year is to prepare all food in a central location.

Ms. Donovan-Palmer asks if she should invite Xfinity Operations to the October Meeting. The Board agrees to this.

VII. Correspondence

Nursing Reports

Ms. Donovan-Palmer reports these as normal. Mr. Healey asks if there's anything to be concerned about. Ms. Donovan-Palmer says no. Ms. Blinn asks for Justin to come in to provide an update.

VIII. Agent's Report

Department Updates

Ms. Donovan-Palmer says she's performed interviewing for the Board of Health Administration Assistant position and they're working on finalizing the process. She says she'll update the Board when it's final.

Housing Inspections

Ms. Donovan-Palmer says she has no updates on this.

IX. Acceptance of Minutes

Meeting Minutes June 18, 2019

***Motion to accept the meeting minutes from June 18, 2019 made by Ms. Blinn, 2nd by Mr. Wilson.
Vote 3-0-1 PASSED**

X. Items not known 48 hours prior to meeting

-None

XI. Adjournment

***Motion to adjourn at 8:07pm made by Ms. Frenette, 2nd made by Mr. Wilson. Vote 4-0 PASSED**

Kassie Frenette
Clerk

9/15/19
Date