

Town of Dover
Board of Health, December 10, 2007

The regular monthly meeting of the Dover Board of Health was held in Town Hall, 37 N. Sussex Street, Dover.

Board President Marie Hoffman called the meeting to order at 7:30 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and has been duly advertised and posted.

Board Secretary Donna Cook called the roll.

ROLL CALL

PRESENT: Marie Hoffman, Irene Hansen, Donna Cook,
Carolyn Blackman

ABSENT: Sandra Scarneo, Constance Sibona-Foster,
Christopher Chapman

ALSO PRESENT: Patrick Donofrio, Alderman
Donald Costanzo, Health Officer

President Marie Hoffman called for a motion to accept the minutes from the November 2007, regular meeting of the Board of Health.

A motion to accept the minutes from the November 2007 Regular Meeting of the Board of Health was made by Donna Cook and duly seconded by Marie Hoffman.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from Hope House to the HO dated 11/2007; re: contributions.
2. Letter from Ray Zabihach, MC Planning Board to the HO dated 11/13/07; re: septic systems in the Town of Dover.
3. Letter from Chilton Memorial Hospital to the HO dated 11/21/07; re: 2008 fee schedule.

4. Copy of letter to the Administrator dated 11/29/07; re: notice of retirement.
5. Letter from Saint Clare's Hospital to the HO dated 11/1/07; re: thank you for substance abuse participation.

President Hoffman asked if there was any correspondence to discuss. The HO pointed out the letter from Irma McKenna, the long-time Public Health Nurse who is retiring effective February 1, 2008.

OLD BUSINESS:

The Health Officer (HO) distributed a summary of Health Department activities for the past month and distributed meeting schedules and contact lists to members of the board.

The HO stated that he included the board approved budget from last month's meeting that was submitted to administration.

The HO also mentioned the Registrar Certification Requirement and that he recently completed the course of instruction as required by law. Erin Kent, the part-time clerk, also attended the class.

NEW BUSINESS:

The HO informed and discussed with the Board the retirement of Irma McKenna, Public Health Nurse effective February 1, 2008, and the extended sick leave of Darlene Kasko, Registrar of Vital Statistics effective December 28, 2007.

The HO is hopeful that a replacement of the nurse and a temporary employee to help-out for 5 – 6 months while Ms. Kasko is recovering from surgery will occur. These issues were discussed at length by the Board and the HO.

The Health Officer Presented to the Board the following service agreements for the 2008 calendar year:

Nursing Supervision & Community Health Services:

Saint Clare's Hospital for Nursing Supervision services at no fee and the annual Cholesterol Screening Program at a fee of \$24.15 per test.

A motion to approve the 2008 service agreement for Community Health Services delivered by Saint Clare's Hospital was made by Donna Cook and duly seconded by Marie Hoffman.

**ROLL CALL VOTE.
ALL AYES; NO NOES**

Health Education Services:

Chilton Memorial Hospital for Community Health Education Services at a rate of \$38.00 per hour and at an annual fee of \$10,452 or 275 hours of service.

The HO stated that health education services will be paid for with Public Health Priority Grant funds. No local monies would be used.

A motion to approve the 2008 service agreement for Community Health Education Services delivered by Chilton Memorial Hospital was made by Irene Hansen and duly seconded by Carolyn Blackman.

**ROLL CALL VOTE.
ALL AYES; NO NOES**

**THE MEETING WAS OPENED TO MEMBERS OF THE BOARD WHO
WISHED TO DISCUSS A PARTICULAR ISSUE.**

Carolyn Blackman mentioned that she had recently visited Brooklyn Original Pizza in Victory Gardens and was given a tour of the kitchen. Ms. Blackman remarked that the establishment was clean and that the owner was very courteous.

**THE MEETING WAS OPENED TO MEMBERS OF THE GENERAL PUBLIC
WHO WISHED TO DISCUSS A PARTICULAR ISSUE.**

No members of the general public were present.

Upon completion of the public portion of the meeting, President Marie Hoffman the Board a happy holiday and entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Donna Cook and seconded by Carolyn Blackman.

ALL AYES; NO NAYS

MEETING ADJOURNED