

**Town of Dover**  
**Board of Health, January 14, 2008**

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.

Donna Cook, Board Secretary, called the roll.

**ROLL CALL**

**PRESENT:** Marie Hoffman, Constance Sibona-Foster,  
Carolyn Blackman, Irene Hansen, Donna Cook,  
Sandra Scarneo

**ABSENT:** Christopher Chapman

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

President Marie Hoffman called for a motion to accept the minutes from the December 2007 Regular Meeting of the Board of Health.

**A motion to accept the minutes from the December 2007 Regular Meeting of the Board of Health** was made by Donna Cook and duly seconded by Carolyn Blackman.

**Marie Hoffman: Yes**  
**Connie Foster: Abstained**  
**Carolyn Blackman: Yes**  
**Irene Hansen: Yes**  
**Donna Cook: Yes**  
**Sandra Scarneo: Abstained**

**The motion to accept the minutes from the December 2007 regular meeting of the Board of Health was passed by majority vote.**

**CORRESPONDENCE:**

No correspondence.

**OLD BUSINESS:**

The Health Officer (HO) distributed the summary of Health Department activities for the past year which included data from the previous month and discussed with the Board various parts of the report.

Alderman Patrick Donofrio brought up the recent fire that destroyed the Su Casa Colombia Restaurant and issues relating to grease filters, ventilation systems and potential fire risks. The fire that destroyed Su Casa Colombia most probably originated inside the ventilation system from grease residues that ignited. This issue led to an extensive discussion by the Board.

Connie Foster asked if the Board of Health could regulate the cleaning frequency of exhaust hoods and ventilation systems. The HO stated that grease filters and exhaust hoods are inspected as part of the routine sanitary inspection conducted by the Registered Environmental Health Specialist (REHS). Also, the Fire Inspector conducts regular/routine inspections of exhaust hoods in food establishments as part of the fire suppression system installations that are a component of such ventilation systems.

This led to a discussion of a related matter concerning the recycling of used cooking oils and fats in restaurants. To prevent the improper disposal of used oil, Connie Foster asked if there was a way to make sure that grease and oil were properly recycled and/or disposed.

The HO will have the REHS question restaurant operators about the recycling of used cooking oil during routine inspections and ask to see vendor receipts from the company commissioned by the restaurant to collect and recycle used grease and oil.

The subject of recycling used cooking oil and fat will also be included as part of the food handler's class to emphasize its importance and perhaps a handout from the fire department to the restaurant attendees can be offered as well.

In other old business, the HO provided an update to the Board on the matter of personnel. Irma McKenna, the Public Health Nurse is retiring effective February 1<sup>st</sup> and Darlene Kasko, the Registrar of Vital Statistics, who is currently out on sick leave for several months.

The HO is currently searching for a public health nurse, and Erin Kent, a clerical employee, is assigned to the health department full-time until Darlene Kasko returns to work.

**NEW BUSINESS:**

The HO brought up the subject of fees for birth, marriage and death certificates recommending that the current fee of \$10.00 per certificate be increased to \$15.00.

Fees for vital records were discussed at length by the Board. Following discussion...

**A motion to set the fee for a certified copy of a Birth, Death, or Marriage Certificate at Fifteen (\$15.00) Dollars** was made by Sandra Scarneo and duly seconded by Marie Hoffman.

**ALL AYES; NO NAYS**

The HO was directed to draft an ordinance amending and supplementing Chapter 401 "Fees" for the Board of Health at its February 11, 2008, regularly scheduled meeting.

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

Connie Foster raised the subject of the Town's web page commenting about the need for improved content. The HO stated he is willing to work on specific requests for adding web content. The Board proceeded to discuss various aspects of print and electronic media.

On another subject, Ms. Foster brought up Dover's recycling container requirements, specifically questioning whether lids or covers were mandated. The HO stated that although garbage containers were required to have covers, the recycling ordinance did not specify containers for recycling.

This led to a lengthy discussion about recycling that concluded with a request to the HO to provide the Board with a copy of the local garbage and recycling ordinances covering the subject of containment.

On another matter related to recycling, Sandra Scarneo commented that general recycling complaints are made to the health department. This is supported in the newsletter mailed to the residents and clearly refers residents to the health department if they have a recycling problem.

Since the health department does not actually staff inspectors that go out in the field in response to most recycling complaints, Ms. Scarneo feels directing residents to complain to the health department is confusing to residents.

The HO explained that the health department has always provided contract oversight and that it is different from code enforcement. However, the board felt that to reduce confusion, garbage and recycling complaints should be directed to code enforcement and that the health department should divest itself from these functions. The Board felt that this made the most organizational sense.

Connie Foster raised the subject of increasing the hours of the part-time REHS and commented that having one inspector do all of the part-time work (including the additional hours) was preferred over having two (2) part-time inspectors. The HO responded that under ideal conditions it would be easier to have just one inspector, but that the existing inspector is doing a good job.

The filling of the part-time REHS position to accommodate the additional hours of inspection will be challenging and the ease or difficulty of finding an inspector will be revealed in the coming weeks.

A general discussion of sanitary inspections of retail food establishments concluded with a request that the HO bring the inspection reports of those establishments inspected in the last month to the next Board meeting.

**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 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**