

**Halifax Board of Health  
Meeting Minutes  
Wednesday, December 15, 2021**

On Wednesday, a meeting of the Halifax Board of Health was held at the Halifax Town Hall.  
**Present at the meeting were:**

Pamela Engstrom, Co-Chair  
Candice Greene, Clerk  
Robert Valery, Health Agent  
Kelly Dwyer, Secretary

**Area 58 was present to film the meeting in The Selectmen Meeting Room.**

**The Board of Health opened at 6:33pm.**

1. **Bereavement:** The passing of our dear friend and colleague Cathleen Drinan. Our thoughts and prayers go out to her family.
  - a. Agent addressed The Board with the devastating news that Cathy Drinan passed away after being The Health Agent for 20 years. She was well respected, and her kindness and ability were admirable and incredibly valuable. She will be greatly missed.
2. **Disposal Works Permits:**
  - a. **Ratify Agents Approval:**
    - i. 03 & 07 Beechwood Road – Waiting on Revisions
      1. Carry-over until revisions are received.
    - ii. 127 Beechwood Road – Waiting on Revisions
      1. Carry-over until revisions are received.
3. **Discussion Items:**
  - a. Tobacco/Smoke Shop
    - i. The Tobacco Shop is now under new ownership. Health Agent reached out and requested a meeting with the new owners. He hopes to introduce the new owners to The Board of Health and touch base on the expectations for a new establishment that will be selling tobacco products.
  - b. Nursing Contract Update
    - i. Agent informed The Board that he has provided a letter that will notify the nurse that her contract will be canceled in 2 months.
  - c. **Admin Report:**
    - i. All 2022 Rubbish Hauler's Permit Applications Due Courtesy Reminder went out 12/07/21
      1. Secretary updated Board.
    - ii. Admin. is working on 2023 Budget
      1. Provided a copy to The Board. Agent has a meeting with a representative from Finance Committee next week.



**d. Agent Report:**

**i. COVID Update**

1. Agent updated that the two-week run rate is between 9.95-10.08 which is not uncharacteristic compared to other towns in the area. What he is finding is that cases are much less severe; hospitalizations and deaths have been nonexistent in this area.

- a. As always, The Board and Agent suggest using greater caution and following proper masking, distancing protocol during the holidays season.

**ii. At Home Test Initiative**

1. Agent updated The Board that the State has awarded Halifax around 1,050 at-home covid test kits. He hopes to receive the tests by Friday 12/17/2021 to the office or the Fire Department. In a town with a population of around 8,000 people, these tests will be first come first serve and two kits per household. Administrative Assistant, Secretary and Fire Dept Staff will log the addresses as these will be available to Halifax residents only.

**iii. Annual Report**

1. The Health Agent will submit an annual report that describes what the Department and Board have completed in the past year along with statistics, numbers, and thanking prior members while welcoming new members.

**iv. Public Health Excellence Grant Program for Shared Services**

1. Health Agent has sent out a proposal of the Public Health Excellence Grant, and he has volunteered to serve as the head of Five Towns involved in this grant. These Towns will receive money, and it is up to The Agent and his employees to submit invoices for workers such as inspectors, behavioral specialists etc. Five Towns will be sharing resources and there will be meetings once a quarter. The Agent will be completing reports of spending, and stipend pay from the grant will go toward payment of the employees that help. (I.e., Agent, Administrative Assistant, Secretary) This work will not be completed on Town Time.

**4. Affirm: (Board Vote to Affirm)**

**a. Expense Account# 01-512 – FY 22-07**

- i. Robert Valery – Clothing Re-Imbursement – Vest – \$39.99
  - ii. Robert Valery – Mileage Re-Imbursement
    1. October 08 – 29, 2021 – \$49.73
    2. November 01 -30, 2021 – \$76.22

A Motion was made to affirm Expense Account# 01-512 – FY 22-07 items i-ii.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**b. Expense Account# 01-512 – FY 22-09**

- i. Robert Buker – Buker & Sons Clean Community Services – Kitchen Inspections - \$1,500.00.

A Motion was made to affirm Expense Account# 01-512 – FY 22-09 item i.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**c. iPad Gift Account# 26-514-4830-02 – FY 22-01**

- i. AT & T Mobile – Cell/iPad Usage & Contract for 2021- \$12.59

A Motion was made to affirm Expense Account# 01-512-4830 – FY 22-01 item i.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**5. The Following to be signed: [Board Signed.](#)**

**a. Payroll for the Week Ending December 18, 2021**

- i. Robert Valery, Health Agent
- ii. Margaret Selter, Administrative Assistant
- iii. Kelly Dwyer, Secretary
- iv. Brian Kling, Animal Inspector

**b. Meeting Minutes: *Sign and Vote to Approve.***

- i. December 01, 2021, Meeting Minutes.

A Motion was made to approve December 01, 2021 Meeting Minutes.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**c. Expense Account# 01-512 – FY 22-**

- i. Robert Valery: Reimbursement
  - 1. Soil Evaluator Renewal - \$100.00

A Motion was made to approve Expense Account# 01-512 – FY 22 item 1.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**d. Revolving Account# 25-513 – FY 22-**

- i. Spath Engineering: Plan Review
  - 1. 03 & 07 Beechwood Road



2. 127 Beechwood Road

A Motion was made to approve Revolving Account# 25-513 – FY 22 items 1-2.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**e. Permits:** (*With condition all required documents are submitted to the Board of Health office*)

- i. Teeka Lynne's Salon & Day Spa - 2022 Day Spa Salon Permit
- ii. D's Grille 58 – 2022 Food Establishment Permit.
- iii. Halifax Cigar & Smoke – 2022 Smoke Shop & Nicotine Sales Permit.
- iv. Halifax Mobil Station – 2022 Retail Food & Nicotine Sales Permit.
- v. Johnny Macaroni's – 2022 Food Establishment Permit.
- vi. Lyonville Tavern – 2022 Food Establishment Permit.
- vii. MEA's Dairy Bar – 2022 Ice Cream Establishment Permit.
- viii. Santoro's Pizza – 2022 Food Establishment & Retail Food Permit.
- ix. PJ Rubbish – Joseph Clapp – 2022 Rubbish Hauler's Permit.
- x. All-Town, Inc. – 2022 Septage Hauler/Pumper Permit.
- xi. United Site Services Northeast, Inc. – 2022 Septage Hauler/Pumper Permit.
- xii. Jeffrey DuBord – Claude DuBord & Son, Inc. – 2022 Septic Installer's Permit.
- xiii. Robert Morrissett – OnGrade Excavating - 2021 & 2022 Septic Installer's Permit.
- xiv. DANDEL Construction – Daniel G. Delprete – 2022 Septic Installer's Permit.
- xv. C. Alan Cayting – Cayting Construction – 2022 Septic Installer's Permit.
- xvi. Will Connelly – Zenith Consulting Engineer's, LLC – 2021 & 2022 Soil Evaluator's Permit.

A Motion was made to approve permits i-xvi.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

**Adjournment**

A Motion was made to adjourn the meeting at 6:57 p.m.

**Motion: Pamela Engstrom**

**Second: Candice Greene**

**Unanimous vote on the motion**

Typed by,  
Kelly Dwyer, Secretary

  
\_\_\_\_\_  
Pamela Engstrom, Co-Chair

  
\_\_\_\_\_  
Candice Greene, Clerk