

TOWN OF SHELBURNE
Minutes of Meeting
Board of Health
Tuesday, November 16, 2015

A duly posted meeting of the Shelburne Board of Health was held on Tuesday, November 16, 2015 at 1:00 pm in the meeting room at Shelburne Town Hall, 51 Bridge St., Shelburne Falls, MA.

Present: Deb Coutinho, BOH
Rob Hicks, BOH
Administrative Assistant: Liz Kidder
Absent: Bob Gonzalez
Audience: Phoebe Walker

The meeting was called to order at 1:28 pm.

A motion to approve the minutes as written of the Shelburne Board of Health September 15, 2015 meeting and public hearing was made by Rob and seconded by Deb.

Vote: 2 in favor, 0 opposed, 0 abstentions.

Poll of Audience - no comments presented.

Appointments – Phoebe Walker, FRCOG

Phoebe Walker had emailed the Board information on the FRCOG Food Safety Program the CPHS has been around for 4 years and Shelburne has been involved in the nurse program. The CPHS is now past the initial support and is now experienced in handling the program and services for the town. They now have a grant from the FDA to continue upgrade the food service effort. The grant allows them to expand (a five year grant) suggestion at the board meeting was to look at the towns not using the food service program and offer them one year of free service inspection for one year and try it out and see how it goes. She said that since it has started, they have never had a negative comment. They are using the same form as Shelburne already.

She said that Glen and Randy would do the food inspections for Shelburne. It would be all visible on the on-line permit system which would be available to the Board's online. She said they would be able to pull out violation information from that. The restaurants would be able to use the online permitting system and store their certificates on-line. The Board members would be able to view the information without coming into Town Hall. Deb noted that the Board members often do not have high speed internet.

Rob asked how the permit would be issued. Phoebe said that a board members' signature would be digitized and used for issuing a permit after the local Board had viewed and okayed it. They would pay once to cover both the cost of the permit and the inspection. Phoebe passed out the Uniform Fee Schedule for the CPHS Program. Phoebe covered the way they approach temporary food service permits/inspections which could be customized by the Town.

Phoebe said the benefits included reducing the level of effort by each Board member. It provide a middle layer between the Board members and the one inspected. Therefore the Board member would have another person doing the inspections and the Board can be the mediator if there is a disagreement.

Phoebe said the Town should feel free to call any restaurants being inspected by the program and get their feedback.

After a year? The FRCOG and Town would make sure it was working for the Town. The FRCOG would look at the number of permits down and put it into a formula some of which is subsidized. Phoebe explained the formula. The permit fees come off of the fee to

the Town. She explained that it is a Health District and the funding is organized accordingly. Originally they were just a fee for service and there were problems created.

She explained that the agreement would be just like the one we have with the nursing program. Once the Town joined, there would be a time by which to let them know if it wasn't going to be renewed. Phoebe said that also, a member of the Board will have a seat at the committee meeting and will be able to participate in the budget discussion.

Rob asked if there is a particular enrollment time. Phoebe said the program could start in January and the Board discussed funding. 18 month offer for just the permit fees and then starting with FY 2018 there would be the district fee on top of it.

Phoebe said to email her the list of inspections and then she could give us a budget figure for the future. Phoebe left.

Food Service Inspections- Deb and Rob reviewed another option for inspections services that could be provided by the Town of Greenfield. They reviewed a copy of the current contract for the Town of Colrain. Deb explained how it is working in Colrain. This is an option to expanding the Board of health present in the CPHS. This would not provide an online permitting option. However, Deb does not have good internet service and many of the small vendors do not necessarily find it so easy to do the online permitting. Deb's fear is needing the internet. Rob noted that the FRCOG program could work well for the other towns who don't have many food places but Shelburne is different because of all the restaurants. The Town of Greenfield would be available for any inspections not just food service. Deb said she loves the nursing program which helps tremendously however, it does not necessarily feel comfortable to just transfer all inspection services to the FRCOG. Deb noted that there are several non-profit community kitchens that she inspects but does not charge them for the inspection.

Deb said that she does not have any issues with Rnady or Glen to do the inspections. It appears the Town of Greenfield has a simpler approach and there would not be additional costs to the Town. Rob and Deb will finish the short list for this year and talk with the Selectboard about the options. Deb and Rob discussed the pros and cons to both options.

Move to recommend to the Shelburne Board of Selectmen that the Town enters into a Contract with the Town of Greenfield Health Department for Inspection Services.

Vote: 2 in favor, 0 opposed, 0 abstentions.

Other Business not reasonably foreseen 48 hours prior to the meeting – Karen Powers request for a residential kitchen permit. Rob will call her and ask what she will be preparing.

Schedule next meeting – January 19, 2016 6pm.

A motion to adjourn the meeting was made by Rob and seconded by Deb.

Vote: 2 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 2:36pm

Respectfully submitted by:

Liz Kidder
Administrative Assistant

List of Documents:

11/11/15 email from Phoebe Walker regarding FRCOG Food Safety Program

FRCOG - the Four Cooperative Public Health Service Programs

Greenfield Health Department Contract Agreement Between the Town of Greenfield Health Department and the Town of Colrain Board of Health

FRCOG Uniform Fee Schedule