

The meeting of the Melrose Board of Health came to order at 7:30 pm Wednesday, July 9, 2008 in the Lower Level Conference Room of Melrose City Hall. Present at the meeting were Board members Tim Tierney, Joe DiPietro, and Maurine Garipay as well as staff Ruth Clay and Kristin McCrae.

Minutes of April 9, 2008 and May 28, 2008 were approved unanimously as presented.

Discussion about fees and tickets:

- Board reviewed a spreadsheet of neighboring communities' current fee schedules as well as changes proposed by staff for plan reviews (food, residential food, tanning swimming pools), as well as fees for tanning establishments, motel/hotels/, residential kitchens, and catering businesses.
- McCrae led a discussion about potentially changing the penalty for not completing the permit renewals on time. Clay gave an written overview of policy and fine options. The Board decided to recommend increasing the late fee to \$50 per day rather than issuing daily tickets for operating without a license or sending cease and desist letters. They also recommended changing the policy to requiring the completed application be at the Health Department by May 31 rather than postmarked by May 31. A public hearing date will be set for September with a legal notice placed in the newspaper.
- A discussion about revising the current policy concerning tickets was tabled to a future meeting.

Other business:

- Dr. Tierney updated the Standing Orders for the Department.
- Clay noted that she has scheduled the first pick up for the Sharps Kiosk.
- Clay reviewed office projects being completed by high school summer interns including purging the housing files of paperwork from before 1990, cover letters in the food establishment files, and folding/stuffing Canine Control letters to dog owners with expired dog licenses.

Next meeting will be September 10, 2008

Meeting adjourned at 9:25 pm

Respectfully submitted,

Ruth L. Clay, MPH
Director