

KINGSTON BOARD OF HEALTH
MEETING MINUTES
July 24, 2023

Present: Chairman Joe Casna, Vice Chairman Bill Kavol. Members Dennis Randall, Heidi Whipple, and Health Agent Joyce Krystofolski

Absent: Janet Wade

6:02 p.m. Kingston Board of Health Meeting was called to order by Joe Casna.

BILLS:

- Bills for July 14, 2023, reviewed.

ACCEPTANCE OF MINUTES:

6:03 pm Motion made by Dennis Randall to accept the meeting minutes of July 10, 2023.

Second: Heidi Whipple

4-0-0

HEALTH AGENT REPORT:

Approved Septic Plans:

- | | | | |
|----------------------|------------------------|----------------------------------|------------------------|
| • 6 Autumn Lane | Permit expires 8/31/25 | • 32 Ocean Hill Drive | Permit expires 6/22/26 |
| • 234 Brookdale | Permit expires 5/24/26 | • 112 Parting Ways | Permit expires 3/23/26 |
| • 7 Charles Drive | Permit expires 3/16/26 | • 165 Pembroke Street | Permit expires 5/15/26 |
| • 15 Charles Drive | Permit expires 3/16/26 | • 9 School Street | Permit expires 2/21/26 |
| • 22 Charles Drive | Permit expires 7/11/26 | • 10 Sequoia Drive | Permit expires 6/20/26 |
| • 26 Charles Drive | Permit expires 7/11/26 | • 8 Smelt Pond Road | Permit expires 3/6/26 |
| • 55 Longwood Circle | Permit expires 2/19/25 | • 123 Wapping Road w/ conditions | |
| • 6 Nava Landing | Permit expires 5/3/25 | | |

Pending Disposal Construction Permits

- | | |
|---------------------|------------------------------------|
| • 17 Brentwood Road | • 47 Charles Drive |
| • 6 Charles Drive | • 51 Charles Drive |
| • 31 Charles Drive | • 54 Charles Drive |
| • 34 Charles Drive | • 55 Charles Drive |
| • 35 Charles Drive | • 60 Country Club Way |
| • 38 Charles Drive | • 21 Kennedy Road |
| • 39 Charles Drive | • 17 Lydon Lane |
| • 42 Charles Drive | • 49 Winthrop Street |
| • 43 Charles Drive | • 20 Bog View Rd – plan reviewed - |
| • 46 Charles Drive | approved for remodel construct |

Wells

- 1 well permit

Complaints

- No complaints received.

Inspections

- Food Truck - Kono Pizza
- 20 Bog View (bedroom confirmation for septic- remodel project)
- 17 Brentwood Rd – Perc
- 17 Lydon Ln – Perc
- 13 Tarkiln Rd – perc
- 234 Brookdale – bottom of tank, tank, bottom of hole
- 10 Sequoia Dr – final inspection
- Food Truck – El Pro Ice cream truck

Retail Permits

- 2 Retail food permits and 2 Mobile Food permits issued.

Department

- 2 candidates for Public Health Nurse interviewed.
- Scanning and indexing all Retail Food Inspection reports.
- Developing new methods of tracking construction progress and getting the department organized.
- Notifying Private Haulers to properly submit quarterly reports. Some not breaking down solid waste and recycling, not receiving copies of weight slips.

Interviews for nursing position

Friday 7/14 - 9 am

Monday 7/24 - 9 am – candidate withdrew. Interview canceled.

Training/ Meetings

Met with President of Jones River Historical Society to review necessary documents and training to apply for food permit.

Completed training for MAVEN

Appeared on Healthy Kingston

Retail grant meeting 10-12 training

Meeting with COA director and Friends of COA

Heidi suggested that Joyce contact Wingate to see what range they pay their RN's.

Joe requested that beach testing results on the Health Department webpage. Lori stated she posted the most recent results today.

Joyce asked why DPH isn't used for beach testing. She spoke with them and there are apparently monies for beach testing. Joe suggested Joyce investigate it to see if there is a reason why we have not.

DISCUSSION:

- American Legion – Joyce is trying to determine if the American Legion is open for business. When she goes by, it is closed but there is a sign posted for a meat raffle. Liquor license was lost due to illegal gambling. They did not renew their food establishment permit for this year.
- Joe asked about the tobacco fines letter. Joyce will send the Board the letter to review, and she will hand deliver this week so she can introduce herself to the merchants. Joe asked her to send a copy to a couple of the Grant Committee members.

- Why and How's of Food Establishment permits – a couple of establishments questioned why they need food permits and how to obtain them. Joyce stated that any establishment that sells and/or serving food to the public requires a permit. A food protection manager must be on duty while food is being made. A particular group has been asking and Joyce has been working with them to get them up and running this week. Dennis and Heidi asked questions regarding church fundraisers, bake sales or potlucks. Joyce explained what the differences are and explained the rules. State law.
- Application expiration dates – we have some permit applications that come in piece mail. Joe asked if she is requesting a timeframe. Dennis agreed there should be a policy. Joyce stated that online permitting will help with this but until that is implemented. It should not take months.

6:30 pm Motion made by Dennis Randall for a 28-day limit for business owners to complete all required components of a permit applications (not including septic applications), or the application will expire.

Second: Bill Kavol

4-0-0

HEALTHY KINGSTON:

- Joe mentioned that Lori and Joyce appeared on the recent taping of Healthy Kingston.

NEW BUSINESS:

- Heidi noted that the Board began meeting twice a month during COVID as it was necessary. She asked is it should be cut down to once a month. Dennis would like to maintain a two-week schedule with a liberal cancelation policy if there are no urgent matters. Joe said for example, septic variances. To maintain the schedule and, if a meeting isn't necessary, then it can be canceled.

NEXT MEETING:

- August 7, 2023

ADJOURN

6:37 p.m. Motion to Adjourn made by Dennis Randall

Second: Bill Kavol

4-0-0

Lori Jones, Administrative Assistant
Kingston Board of Health

Approved: August 21, 2023