

KINGSTON BOARD OF HEALTH
MEETING MINUTES
March 3, 2025

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

5:04 p.m. Kingston Board of Health Meeting was called to order by Joe Casna.

BILLS: Bills from February reviewed.

ACCEPTANCE OF MINUTES:

5:05 pm Motion made by Dennis Randall to accept the meeting minutes for February 3, 2025, as presented.

Second: Sheryl Antoine

5-0-0

HEALTH AGENT REPORT:

- Septic projects slow due to weather.
-

DISCUSSION:

- BOH Regulations – putting off until next meeting.
- Fee Schedule and permits – Proposed fee increases were given to the Board to have the fees more in line with other surrounding towns. Joyce would like to add an apprentice permit and a guest tattoo artist permit. The Board reviewed and discussed the proposed fee schedule changes/updates. Changes were made and a final fee schedule will be brought to the next meeting to be signed.

5:48 pm Motion made by Heidi Whipple for the creation of a special fee for “Town Sponsored” events with the intent of community building. \$150.00 to cover all participants.

Second: Dennis Randall

An amendment to the motion was made by Dennis Randall to review the policy after 1 year.

Second: Sheryl Antoine

5-0-0

- Nursing Home permitting – Other than food establishment, they are not permitted.
- Fees printing/photocopying - approved.
- Mobile Food Trucks – Joyce would like to have the permit dates for food trucks be April 1st to March 31st. For 2024 permits, she would like an extension given to the 2024 permits to March 31st 2025. All renewals will now be April 1-March 31st.

6:10 pm Motion made by Heidi Whipple that food truck inspection/permitting will run from April 1st with those grandfathered into March 31, 2025. Going forward it will be April 1-March 31.

Second: Sheryl Antoine

5-0-0

NEW BUSINESS:

- Joe states that he met with Joyce and Janet Wade and they would like to consider restructuring the office in the future. Joe is requesting a motion to grant Joyce the authority to train Lori in some other areas toward Assistant.

6:14 pm Motion made by Joe Casna would move for the Board to grant the Health Agent the authority to develop a pathway for the current Administrative Assistant to Assistant to the Health Agent position.

Second: Dennis Randall

5-0-0

NEXT MEETING:

- March 17, 2025

ADJOURN

6:15 p.m. Motion to Adjourn made by Dennis Randall.

Second: Heidi Whipple

5-0-0

Lori Jones, Administrative Assistant
Kingston Board of Health

Approved: March 17, 2025