

KINGSTON BOARD OF HEALTH  
MEETING MINUTES  
December 15, 2025

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

5:05 p.m. Kingston Board of Health Meeting was called to order by Heidi Whipple

**BILLS:**

- Bills from November 13, 2025, and December 2, 2025, reviewed.

**ACCEPTANCE OF MEETING MINUTES:**

**5:06 pm Motion made by Dennis Randall to approve the meeting minutes of November 17, 2025, as presented.**

**Second: Sheryl Antoine**

**5-0-0**

**HEALTH AGENT REPORT:**

- Donna Mae Farrington passed away. Obituary notes she was a member of the Board of Health.
- Septic slowing down due to the weather.
- Food establishment inspections continue.
- The Grant Health Inspector is retiring at the end of this week. The job has been posted. A contingency plan is in place until a new inspector is hired.
- No major complaints or housing inspections.
- Approx 20-30 permit applications are outstanding. Several emails were sent regarding deadlines and late fees.

Dennis inquired about online permitting. Joyce reported that it is on hold. The Town is in the process of trying to hire a building inspector, a new town administrator is starting, etc.

**DISCUSSIONS:**

- Posting violation notices – Dennis feels posting notices for non-compliance would be a deterrent. It may get business owners to comply as it may deter business. He asks for a motion to have this signage. Joe asked what would trigger having the sign put up. Dennis mentioned failure to pay fees, correcting violations and that there is a limit as what can be done. It would be a last resort. Joyce asked if this would be for a first violation or subsequent violations. She stated that there are a few establishments that have multiple reinspection fees for the same violation. Rosemary asked if there is a risk

to public health should we be transparent. Dennis said the notice would list the violation(s) and would be posted until the violation is corrected and/or they are in compliance.

Joyce said there are cities and towns that use a grading system (A, B, C, D). Heidi is for rewarding with a grading system. Joyce will research the grading system for the next meeting. Wording on permit applications would have to state they will need to post their grading as part of the permit. This discussion will be tabled.

- Plan Review Revision Fees – Joyce stated most departments have a revision fee. For example, someone needs to up their septic capacity, changing leaching field, etc. that would require Joyce to go over the plans again. Should we have one? Heidi doesn't feel one is needed as it is part of the fee for the permit, and we do not see that many to validate it. Joe stated it would be for revisions not a simple change to a plan. Dennis suggests a \$30 revision fee. The Board decided against this.
- Prorating Permit Fees – for businesses that start a business at the end of the year. This would be only for new food establishments. If it is January to March 31, they pay the entire fee. April – June 30,  $\frac{3}{4}$  of the fee, July 1 – September 30,  $\frac{1}{2}$  the fee, October – December 31<sup>st</sup>, a quarter of the fee. The Board agrees.

**5:38 pm Motion made by Joe Casna to allow the Health Agent to prorate fees on a quarterly basis for new food establishments.**

**Second: Heidi Whipple**

**5-0-0**

**NEW BUSINESS:**0None

**NEXT REGULAR MEETING:**

- January 5, 2026

**ADJOURN:**

**5:45pm Motion to adjourn made by Dennis Randall.**

**Second: Sheryl Antoine**

**5-0-0**

Lori Jones, Administrative Assistant  
Kingston Board of Health

**Approved: February 2, 2026**