The regular meeting of the Board of Health was held on Tuesday, October 27, 2020. Michael LaFever, Chairman; Carolyn Rogowski-Duarte, Member; and Andrea Crete, Health Agent were present. Adrienne DeSantis, Secretary joined the meeting by speakerphone. Minutes are being recorded by LCTV video and are being transcribed from the video. The meeting was called to order at 4:02 p.m. by Mr. LaFever. **This meeting was held during the 2020 COVID-19 outbreak.**

Board members signed departmental bills.

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Board members read the minutes of October 9, 2020. Motion made by Ms. Rogowski to approve the minutes as written. Seconded by Ms. DeSantis. All in favor 3-0. Minutes were signed by Mr. LaFever.

Carrie Ribeiro, Director of Human Resources; Fire Chief Ryan Pease; Derek Debarge, Selectman; and Ellie Villano, Town Administrator joined the meeting to discuss new job descriptions. In collaboration with the town nurses, job descriptions have been rewritten for both the 37 ½ hour and 30-hour positions. The new descriptions would require any new nurse to hold a BSN. Ms. Ribeiro feels that this would make it difficult to fill these positions. Ms. Ribeiro would like to add language to state "or the equivalent of work experience and education/training". Ms. Rogowski would also like to have the ability to hire an LPN in place of an RN. Motion made by Ms. Rogowski to accept these job descriptions with the approved changes. Seconded by Ms. DeSantis. All in favor 3-0.

Ms. Crete would like to eliminate the Director of Nurses position and rewrite it to a Public Health Program Coordinator. The new position would not have the requirement of being a Registered Nurse. There would be no clinical requirements. The position would involve more community outreach, services, emergency preparedness, and working with the town volunteers. This position would become non-union. Chief Pease asked whether this position would be available after hours for emergency situations. Ms. Ribeiro would like to add language to the job description requiring 24/7 availability if an emergency would arise. There would be the possibility of a "call-in" rate of pay. If the Board approves the new position, the next step would be approval from the Board of Selectmen. Motion made by Ms. Rogowski to approve the new position with the discussed changes. Seconded by Ms. DeSantis. All in favor 3-0.

The DPW is looking for the Board's approval of the new cemetery to be located on Center Street. The Board of Health would have to hold a Public Hearing on the cemetery. Ms. Crete will contact the DPW to arrange for more information.

Health Agent Report

Ms. Crete informed the Board of her inspections to date.

Ms. Crete asked the Board about the permit fee schedule increase that was tabled from the previous meeting. Ms. Rogowski does not feel it is appropriate at this time due to COVID. There are a lot of businesses that have been financially impacted and to raise the fees would be wrong. Motion made by Ms. DeSantis to table the fee increase until after January 1, 2021. Seconded by Ms. Rogowski. All in favor 3-0.

Motion made by Ms. Rogowski to adjourn the meeting at 5:11 p.m. with Ms. DeSantis seconding the motion. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis
Secretary

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