The regular meeting of the Board of Health was held on Tuesday, January 12, 2021. Michael LaFever, Chairman; Adrienne DeSantis, Secretary; Carolyn Rogowski-Duarte, Member; and Andrea Crete, Health Agent were present. Minutes are being recorded by LCTV video and are being transcribed from the video. The meeting was called to order at 4:03 p.m. by Mr. LaFever. **This meeting was held during the 2020-2021 COVID-19 pandemic.**

Board members signed departmental bills.

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Board members read the minutes of December 15, 2020. Motion made by Ms. DeSantis to approve the minutes as written. Seconded by Ms. Rogowski. All in favor 3-0. Minutes were signed by Ms. DeSantis.

There was a request from Danielle Hoffman, 3 Rogers Avenue, to increase the amount of chickens allowed on the property. The current special permit allows for 6 chickens. The homeowners would like to increase that amount to 14. The Town Bylaws allow for up to 25 birds on a property with a special permit from the Board of Health. Motion made by Ms. DeSantis to allow the increase to 14 chickens. Seconded by Ms. Rogowski. All in favor 3-0.

Health Agent Report

Ms. Crete went over her inspections with Board members.

The meeting was joined by Carrie Ribeiro, Director of Human Resources, and Derek Debarge, Selectman. Ms. Crete would like to revise the Board of Health Administrative Assistant job description. This revision would include a demotion from a LATOSS IV to a LATOSS III classification, along with a reduction in hours to 30 hours per week. Ms. Ribeiro states that the Town is looking to hire an outside company to perform an in-depth review of all job classifications within the Town. This new study was put on hold due to COVID-19. Hopefully this classification study will be done in the spring. The last classification study was performed in 2006. Ms. Ribeiro has been working with Ms. Crete for about 6 weeks to make these changes to the job description. Ms. Ribeiro would like these changes to take effect on July 1, 2021. If this is approved, the next steps would be approval by the LATOSS union and then the Board of Selectmen. Ms. Ribeiro went over the different classifications and responsibilities for each level. Ms. Crete feels that currently the workload does not warrant a Level IV classification. Mr. Debarge voiced his concerns with the Board of Health. The Board of Health was not involved with the organizing and running of the COVID test site held in town. Mr. Debarge does not understand the hiring of a new position and the demoting and reduction of hours of a current position. Mr. Debarge feels that this should be put on hold until the study has been complete. Ms. Ribeiro states it could take a very long time to complete the study. Ms. Rogowski feels the position has changed since she was employed in the position. Ms. DeSantis asked if the workload would increase with the hiring of a Public Health Coordinator. Ms. Crete feels it would be minimal. Ms. DeSantis questions why this would not be included when the town looks at all positions. Ms. DeSantis also feels that with the hiring of a Public Health Program Coordinator, there will hopefully be an increase in workload. Ms. Ribeiro is hoping to have the coordinator

position filled by February. Motion made by Ms. DeSantis to table this for further discussion at the next meeting of January 26, 2021. Seconded by Ms. Rogowski. All in favor 3-0.

Ms. Crete would like to come up with department goals for 2021. The first thing would be for Board members to fill out a performance evaluation for the Health Agent. Each member would complete the evaluation separately and then send them to the Chairman. The Chairman would compile everything and complete a single evaluation. This would then be discussed with Ms. Crete. Ms. DeSantis would like to set some goals for the new coordinator. The job description is vague and does not give specifics for goals. Ms. Crete would like to have the Board have more involvement with Title V related issues. There are many trainings available online. Ms. DeSantis would also like more information on local meetings being held. Ms. Crete will forward the information when it is received.

Motion made by Ms. Rogowski to adjourn the meeting at 5:48 p.m. with Ms. DeSantis seconding the motion. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis
Secretary

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