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Board of Health

Meeting Minutes

October 13, 2022

Members Present: Kelly Lamas, Chair; Antonio Tavares, Member; Adrienne DeSantis, Secretary via phone.

Also Present: Carrie Ribeiro

Meeting was called to order at 1:00 PM by Ms. Lamas and Pledge of Allegiance was performed.

The Board of Health met today to interview Tim Fontaine for the Health Inspector position.

Ms. DeSantis: She asked Mr. Fontaine about his motivation for applying for the job as well as any certifications he will need to get. Asked if he was comfortable with getting the certifications with the time commitment.

Mr. Fontaine: He reports that he has been accepted into the Septic Inspector course which runs in November. He has applied for the Soil Evaluator course that happens in the spring. He is unable to get the RS due to not having the educational background. Mr. Fontaine informed the Board of his current certifications which include Certified Pool Inspector, Serv Safe, Allergens and Mass Fit Housing. He has also taken many online housing courses.

Mr. Tavares: He asked Mr. Fontaine if he got the job, how many inspections did he think he could do in a day?

Mr. Fontaine: He reports that he would like to get the town back up to speed as it's been lagging for a few years. He sees himself doing a minimum of 3 inspections per day and would like to be caught up within 6 months.

Ms. Lamas: She asked Mr. Fontaine about time management and prioritizing between inspections and office work.

Mr. Fontaine: High risk inspections are priorities and three inspections per day is a minimum goal, could be more depending on the size. This does pertain to being a full-time inspector. He would be willing to assist in the office as needed however.

Ms. DeSantis: She asked how Mr. Fontaine sees himself transitioning from the office setting to an autonomous position.

Mr. Fontaine: He does not see it as solely autonomous as he would still be in the office interacting with the staff. He has been working for the department in some capacity since 2006.

Mr. Tavares: He asked if there was anything about the job that makes him nervous about applying for the job.

Mr. Fontaine: He reports that the educational piece is a little worrisome but nothing that he can't handle. He feels that he has a good rapport with many folks in town already.

Ms. Lamas: She asked about how Mr. Fontaine would handle biases when doing inspections with people he may know or worked with in the past.

Mr. Fontaine: He feels that he is here to educate businesses and not just to hand out violations. He has earned the respect of many people he has worked with over the years.

Ms. DeSantis: She asked that he speak on accountability, organizational skills and integrity needed to move into the inspector position.

Mr. Fontaine: He reports that with the reports that need to be filled out he is kept accountable. He also uses spreadsheet to track data, along with filing systems.

Ms. Lamas: Asked how he will manage competing priorities and back log of inspections, along with his trainings.

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Mr. Fontaine: Feels that he won't stress and do things in conjunction if possible.

Ms. Lamas: Asked if he had any methods/tools to help manage his time.

Mr. Fontaine: He reports using sticky notes and documenting things. He keeps a lot in his head.

Ms. DeSantis: Asked how will you deals with altercations/aggression.

Mr. Fontaine: He reports that he is level headed and knows when to back off if things get heated. He will involve other departments if needed.

Ms. Lamas: She asked Mr. Fontaine if he had a transition plan for moving from the administrative position into the inspector role.

Mr. Fontaine: He reports that he has made a playbook over the years that go over policies and procedures of the department. He will help as much as possible in the office but that the office may be unstaffed at times if he is out on inspections.

Ms. Lamas: She asked how Mr. Fontaine would handle taking direction from the Board.

Mr. Fontaine: He reports that he does not have any issue with constructive criticism. He responds well to feedback.

Ms. Ribeiro: She discussed the next steps for the Board and how they move forward. They will have a conversation and can make a decision to hire Mr. Fontaine. Then one board member would work with Human Resources on salary negotiations.

All three board members were happy with how the interview went and feel that Mr. Fontaine will be a good fit for the inspector position. They are impressed with what he has brought to the department since 2006. Mr. Tavares did ask to be the point person to work with Human Resources.

A motion was made by Ms. DeSantis to appoint Mr. Fontaine the Health Inspector and to make Mr. Tavares the point person to work with Human Resources for salary negotiations. Seconded by Mr. Tavares. All in favor 3-0.

A motion was made by Mr. Tavares to adjourn the meeting at 1:39 PM. Seconded by Ms. DeSantis. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis

Secretary

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