

**Halifax Board of Health  
Meeting Minutes  
Wednesday, March 20, 2024**

On Wednesday, a meeting of the Halifax Board of Health was held at the Halifax Town Hall.

**Present at the meeting were:**

Pamela Engstrom, Co-Chair  
David Hatch, Clerk  
Robert Valery, Health Agent

The Board of Health opened at 6:30pm. Co-Chair Engstrom announced that the meeting was being recorded by Area 58 and could be viewed on YouTube.

**1. Hearing:**

**a. Halifax Market & Deli – Tobacco Compliance Check.**

- i. The Board, Owner/Partner and Manager discussed current violation, prior violation, the owner's responsibility of proper training and education of employees.
- ii. The Agent explained state regulations and requirements, compliance is mandated by State Law and non-compliance is not an option, holding a tobacco permit is a privilege afforded to an establishment, fines, suspension, or revocation are consequences for repeat violations. The Owner/Partner and Manager were respectful and cooperative.
- iii. Agent will deliver a 21-D ticket with information and directions should the Owner/Partner want to file an appeal against the decision.

A motion was made to fine Halifax Market \$1000 for Tobacco Control Law Violation with no suspension of license.

**Motion:** David Hatch

**Second:** Pamela Engstrom

**Unanimous vote on the motion: (2-0)**

**2. Disposal Works Permits:**

**a. Ratify Agents Approval:**

- i. 314 Plymouth Street:
  1. Waiting for Revisions from Casco, Continue to next meeting.
- ii. Bldg# 34 Twin Lakes Drive:
  1. Waiting for Revisions from Webby Engineering, Continue to next meeting.
- iii. 291 Thompson Street – *Requires Local Upgrade Approval*: Ratify Agent's Approval with Local Upgrade.

1. A variance that would allow a vertical separation reduction from the required (5) feet to four (4) feet is requested.

A Motion was made to ratify Agent's approval and Local Upgrade for 291 Thompson Street.

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**1. Discussion Items/Actions to be Taken:**

- a. Nomination for Inspector of Animals.

- i. Brian Kling has agreed to remain the Inspector of Animals for Halifax with the Boards nomination of appointment.

A motion was made to nominate and appoint Brian Kling as the Inspector of Animals for the Town of Halifax from May 01, 2024, to April 30, 2025.

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**2. Affirm Bills Paid:**

- a. 101 Annawon Drive: Board approved the betterment funding for septic system located at 101 Annawon Drive on 09/06/2023.

- i. Affirm approval of Notice of Betterment Form A

A motion was made to affirm Boards 09/06/2023 approval of Notice of Betterment Form A

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

- ii. Affirm approval of Betterment Agreement Form B

A motion was made to affirm Boards 09/06/2023 approval of Notice of Betterment Form B

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**b. Payroll for the Week Ending March 09, 2023**

- i. Robert Valery, Health Agent
  - ii. Margaret Selter, Administrative Assistant
  - iii. Patricia Sanda, Secretary
  - iv. Brian Kling, Animal Inspector
  - v. Robert Buker, Shared Services Coordinator (PE Grant)
  - vi. Cindi Metro, Health Inspector (PE Grant)

A motion was made to affirm Payroll for the Week Ending March 09, 2023

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)



**c. Expense Account# 01-512 – FY 24-14**

- i. WB Mason – Invoice# 244596416 – Toner, 2 Black Ink & Colored Inc - \$669.66.
- ii. Robert Valery – Invoice# 161229 – Reimbursement – NEHA Annual Professional Membership Fee - \$105.00.
- iii. MHOA – Invoice# 6232 – Robert Valery Annual Membership Fee - \$60.00.

A motion was made to affirm Expense Account# 01-512 – FY 24-14

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**d. DHCD Expenditure 28-507-5784 – FY 24-01**

- i. 101 Annawon Drive: Betterment Loan.
  1. Grady Consulting – Filing and Advertising – \$2,755.00.
  2. J. McKinnon Co – Septic System Installation - \$59,750.50.

A motion was made to affirm DHCD Expenditure 28-507-5784 – FY 24-01

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**e. iPad Gift Account# 26-514-4830-02 – FY 24-08**

- i. AT & T Mobile:
  1. BOH Nighthawk Device – Jan 12 to FEB 11, 2024 – \$40.23.
  2. BOH Tablet & Agent Cell Phone Usage – Jan 12 to FEB 11, 2024 – \$86.86.

A motion was made to affirm iPad Gift Account# 26-514-4830-02 – FY 24-08

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**f. Public Health Excellence Grant Account# 25-516-5430-189 – FY 24-20**

- i. Halifax Public Health Excellence Grant Return – \$42,879.08. Carry over: Remainder of 2023 Funds. Pending Accounting Documentation.
- ii. Cindi Metro – Mileage Reimbursement:
  1. Feb 12-14, 2024 - \$20.17
  2. Feb 20-23, 2024 - \$23.92
  3. Feb 26-March 01, 2024 - \$25.33
- iii. Amazon Capital – 100 Solar Eclipse Viewers - \$1,019.88.

A motion was made to affirm Public Health Excellence Grant Account# 25-516-5430-189 – FY 24-20

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**1. The Following to be approved, signed and/or voted on:**

**a. Payroll for the Week Ending March 23, 2023**

- i. Robert Valery, Health Agent
- ii. Margaret Selter, Administrative Assistant
- iii. Patricia Sanda, Secretary
- iv. Brian Kling, Animal Inspector
- v. Robert Buker, Shared Services Coordinator (PE Grant)
- vi. Cindi Metro, Health Inspector (PE Grant)

A motion was made to approve Payroll for the Week Ending March 23, 2023

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**b. Meeting Minutes:**

- i. February 07, 2024

A motion was made to approve the February 07, 2024, Meeting Minutes.

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

- ii. February 21, 2024

A motion was made to approve the February 21, 2024, Meeting Minutes

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**c. Revolving Account# 25-513 – FY 24-14**

- i. Spath Engineering – Invoice# 03112024 – Plan Review – 291 Thompson Street – \$85.00.

A motion was made to approve Revolving Account# 25-513 – FY 24-14

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

**d. Public Health Excellence Grant Account# 25-516-5430-189 – FY 24-22**

- i. Cindi Metro – Mileage Reimbursement:

1. 03/04/24 – 03/05/24 – \$15.95.

2. 03/11/24 – 03/14/24 – \$35.64.

A motion was made to approve Public Health Excellence Grant Account# 25-516-5430-189 – FY 24-22

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)



- e. **Permits:** (*With condition all required documents are submitted to the Board of Health office*)
- i. Steve Burt - Burt's Ice Cream Truck – 2024 Seasonal Ice Cream Truck Permit.
  - ii. Thomas Young – 2024 Residential Kitchen Permit
  - iii. Kimberly Campbell – The Market at Reven Brook – 2024 Small Outdoor Event Request
  - iv. Harmony Two Liquors – 2024 Retail Food Permit
  - v. Smiles y the Miles Ice Cream LLC – 2024 Mobile Food Permit for Halifax in Lights Fireworks
  - vi. Bob Brenton – Heritage Waste, Inc. – 2024 Rubbish Hauler Permit
  - vii. EL Harvey & Sons – 2024 Rubbish Hauler Permit
  - viii. Jeffrey McKinnon, Inc – Jeffrey McKinnon – 2024 Septage Hauler Permit
  - ix. JC Engineering Inc dba Wing Company – 2024 Septage Hauler Permit
  - x. WLD Excavating, Co. – William Dyer – 2024 Septic Installer Permit
  - xi. Brown Enterprises – Robert Brown – 2024 Septic Installer Permit
  - xii. Jeffrey McKinnon, Inc – Jeffrey McKinnon – 2024 Septic Installer Permit
  - xiii. A.E. Wood Corp. – Al Wood, Jr – 2024 Septic Installer Permit
  - xiv. David Penney – Rocky Meadow Enterprises – 2024 Septic Installer Permit
  - xv. McGlone Enterprises – Shayne McGlone 2024 Soil Evaluator Permit
  - xvi. Heritage Waste, Inc. – Bob Brenton – 2024 Title V Inspector Permit
  - xvii. David Penney – Rocky Meadow Enterprises – 2024 Title V Inspector Permit

A motion was made to approve Permits i-xvii as listed, with the condition all required documents are submitted to the Board of Health office.

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

### **Adjournment**

A Motion was made to adjourn the meeting at 7:00pm.

**Motion:** Pamela Engstrom

**Second:** David Hatch

**Unanimous vote on the motion:** (2-0)

Respectfully typed and submitted April 03, 2024.  
by, Peggy Selter, Administrative Assistant.

  
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Pamela Engstrom, Co-Chair

  
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David Hatch, Clerk