



TOWN OF WAKEFIELD

BOARD OF HEALTH

Elaine M. Silva, Chair
Candace Linehan
Laurel Skinder Gourville

The Wakefield Board of Health held their meeting August 12th, 2020 at 7:00 PM remotely

Present: Laurel Gourville
Candace Linehan
Elaine Silva
Ruth Clay
Cindy Luongo

Not Present:

Topics of Discussion

Call to Order	Chairperson Silva called the meeting to order at 7:02 p.m.
Public Participation	None
Approval of Minutes	Gourville motioned to table the minutes from July 15th, 2020 seconded by Linehan motion passed 3.0.0, Gouville yes, Silva yes, Linehan yes
Review of Training: How to Hold a Public Meeting	The Board of Health member's agreed that the training was well worth reviewing. Silva said the training had good reminders about how the public can participate in the hearings by emailing or writing to the BOH. Explaining the timeframe allowed for people to do so before the meeting is closed. Clay said the script for this training was great to read and follow; it provided some really good tools for standard operating procedures. Setting the ground rules at the beginning of public hearings is important as a meeting can get out of control quickly and you can't get back the control. Gourville mentioned that having Jenn MacDonald in our zoom meetings that can share documents was very helpful. The BOH also discussed having our next meeting in person, looking for a space where can we hold it safely with social distancing. Clay said the first floor conference room should have enough square footage to accommodate 5 people. Clay will measure the room size. Linehan said the training was helpful and having the public know what the expectations are up front, having clear guidelines. Gourville requested that the BOH have something on our website that explains how a Pubic Hearing will be conducted.
Health Directors Report	<ul style="list-style-type: none">• 338 COVID 19 cases in Wakefield as of today• The Health Department continues to update the COVID 19 complaint log• Clay has hired a Health Inspector in Melrose who will start on the 24th to replace Jen Lajoie. We have also contracted out with a Medford Inspector to help with get caught up with food inspections



- The ServSafe class is scheduled for August 18th at Memorial Hall for 24 people plus the instructor. We are using a new company and will use them again if they are good.
- We will have a makeup servsafe class for the Spanish class that was cancelled in March, dateTBA
- Clay is on vacation Aug 19, 20, 21st. Coral Hope will be the point of contact. Public Health Nurse Karen Cronin is on vacation next week nurse Robin Adams will the point of contact
- Vaccine has been ordered Planning has begun for Flu clinics for this fall. Drive-thru clinics are being considered.
- Grant money will be used to purchase pop up tents with health dept logo, dividers for flu clinics, A frames for drive-thru signage, vests with reflective and clear masks

**Business
which has
arisen since
the posting of
the meeting**

none

Handouts

1. Agenda
2. July 15th 2020 minutes

Next meeting will be September 2nd h, 2020 7:30 PM 1st Floor Conference room Town Hall

Meeting adjourned at 07:56 p.m.

Respectfully submitted



Cindy Luongo