



**Town of Mendon**  
18 Main Street  
Mendon, MA 01756  
(508) 634-2656

# BOARD OF HEALTH MEETING MINUTES

**Wednesday – March 02, 2022 | 6:00 PM**

**In Attendance:** Andy Fiske – BOH Chairman  
Alan Greenberg – BOH Vice-Chairman  
Tom Fichtner – BOH Member

**MINUTES APPROVED**

By Board of Health on  
**NOVEMBER 16, 2022**

**Not Present:** N/A

**Meeting Location:** [REMOTE VIA MICROSOFT TEAMS](#)

At 6:00 PM, BOH Meeting has been called to order by Tom Fichtner. Full Board is in attendance. Tom hands it over to Chairman Fiske.

Chairman Fiske is speaking with Town Administrator, Kim Newman, and Selectman, Lawney Tinio, about the CodeRed Alert System and how to incorporate BOH Alerts regarding inclement weather and trash services. Kim mentions she is doing the follow-up on all voicemails and emails and delegating them out to the Board if unable to provide assistance.

**1<sup>st</sup> Item on Agenda** Discuss permit applications that have been returned due to undeliverable addresses  
**AGENDA ITEM NOT DISCUSSED DURING THIS MEETING**

**2<sup>nd</sup> Item on Agenda** Discuss Hazardous Waste Day  
The Board needs to reach out to Clean Harbors. Kim will reach out via email to try to pin down a date.

**3<sup>rd</sup> Item on Agenda** Discuss Annual Scholarships  
The Board needs to send the forms to Blackstone Valley Tech and Nipmuc Guidance Offices, to let them know that the 2 - \$500 Scholarships are available and also placing an Ad in the Town Crier. Board must set a deadline date.

**4<sup>th</sup> Item on Agenda** Discuss progress of filling Senior Administrative Assistance position  
Kim discusses Missy's vacancy and the responsibilities of the new position of Inspectional Services Office Coordinator/Health Administrator. Reports directly to Kim and the Chairman of the Board of Health. Kim and the Board review the Job Description for any changes before posting the vacancy.

**5<sup>th</sup> Item on Agenda** Discuss how to address daily administrative work that has been received to date  
Alan will follow-up on current permit status and notifications.

The Board has set its next meeting date for Tuesday - March 15<sup>th</sup> at 6pm.

**Chairman Fiske calls for a Motion to adjourn tonight's BOH Meeting:**

Tom Fichtner makes the motion to adjourn the BOH Meeting. Second by Alan Greenberg. The motion is passed.

**Roll call vote: Fiske-Aye, Greenberg-Aye, Fichtner-Aye.**

Meeting is adjourned 7:49 PM.