

BRAINTREE BOARD OF HEALTH

MINUTES

November 3, 2016

IN ATTENDANCE: Dr. Philip Nedelman, Vice-Chairman
Laurie Melchionda, R.N., Clerk

ALSO PRESENT: Marybeth McGrath, Director of Public Health

Dr. Nedelman called the meeting to order at 7:00 pm.

Dr. Nedelman welcomed Laurie Melchionda, the newest Board member, to the meeting. Mayor Sullivan in late October 2016. Mrs. Melchionda will be the new Clerk.

MINUTES:

Motion By: Mrs. Melchionda to approve the meeting minutes as to form.

Second By: Dr. Nedelman

NEW BUSINESS:

**1) Request for Variance: Jake & Joe's Restaurant-551 J
RE: Open Windows**

Present: Gerry Fruggiero, Jake & Joe's District Manager; Chair

Ms. McGrath advised the Board that in front of them this evening she presented a set of plans depicting the restaurant layout for Jake & Joe's Restaurant located at the former Bugaboo Creek Steakhouse. The restaurant currently has a front dining area, as well as a covered outdoor dining area. The plans would like are windows that open to the outside between the indoor and outdoor dining area. The kitchen is fully enclosed with walls. Gerry Fruggiero outlined the kitchen, indoor dining and the covered outdoor dining area. He presented the construction plans before them.

Mr. Fruggiero advised the Board that located at the front of the building are then five feet tall front windows. When the establishment is completed, they like to be able to open the windows, which are a folding mode. At the Jake & Joe's Massachusetts locations, they have either folding windows or the covered outdoor patio. He reviewed the plans that depict the construction. He also provided photos of the existing folding windows at other restaurant locations that open to the outdoor patios.

Town of Braintree
Human Resources Department



RECEIVED

JUL 16 2018

HUMAN RESOURCES
BRAintree, MA 02184

Job Bid Form

Date: July 14, 2018

Name: Dutton Katarina Sandstrom
Last First Middle

Address: 13 Tanner Lane Fairhaven ma 02719
Street Town State Zip Code

Phone Number: 781-964-4255

Email: Ksandstrom@braintreema.gov

Town Hire Date: Dec. 3, 2012 Dept.: Town clerk Job Title: principal clerk

Present Job Title: principle cash clerk Present Wage/Salary Rate: 5120

Date Appointed Present Job Title: June 8, 2015

JOB BIDDING FOR: Office Clerk / Bookkeeper Administration
Job Title

PRESENT JOB DUTIES AND QUALIFICATIONS FOR NEW POSITION:

- Prepare payroll and deposits for both Recreation & Golf Course
- Accounts payable and receivable for Recreation & Golf Course
- responsible for posting and reconciling expenses and credits to revolving funds, bank statements, credit card statements & enterprise fund.
- process registrations and advertising material for a variety of Golf & Recreation programs and coordinate membership & fee collections
- Supervise summer staff office assistants and Dougherty Gym custodians.

Town of Braintree
Human Resources Department

Month/Year	<u>Prior Experience</u> Employer: Name & Address	Position & Duties
From	See Resume	
To		
From		
To		
From		
To		

High School/College Attended	<u>Education</u> From / To	Major, Year Graduated
See Resume		

Additional Training; Licenses, Special Skills, Etc.:

Additional Comments:

Please return the completed Job Bid Form to the Human Resources Department at the Braintree Town Hall. For confidentiality, please enclose in an envelope. If you have any questions or are not able to return the Job Bid Form within the posted time limit, please call the Human Resources Dept. @ 781-794-8260.

KATARINA SANDSTROM DUTTON
13 Tanner Lane
Fairhaven, Massachusetts 02719
Cell Phone: (781) 964-4255
Katsand2025@gmail.com

WORK EXPERIENCE:

- 2015 – Present **TOWN OF BRAINTREE, Recreation & Community Events Department**
85 Quincy Avenue, Braintree, Massachusetts 02184
Administrative Cash Clerk
Primary Responsibilities:
- Prepare payroll and deposits for both the Recreation Department and Golf Course.
- Accounts payable and receivable for Recreation Department and Golf Course.
- Organize Town wide recreational activities working with vendors.
- Coordinate/Schedule Custodial assignments for Recreation properties.
- 2012 – 2015 **TOWN OF BRAINTREE, Office of Town Clerk**
1 JFK Memorial Drive, Braintree, Massachusetts 02184
Principal Clerk
Primary Responsibilities:
- Maintenance and processing of Confidential Records
- Preparation of regulatory reports.
- Prepare and create weekly Treasurer's report.
- Customer service relating to a variety of confidential requests.
- 2007-2012 **TOWN OF BRAINTREE, Police Department**
282 Union Street, Braintree, Massachusetts 02184
Traffic Supervisor
- 2005 -2007 **OPEN DOORS POWER YOGA STUDIO**
Certified Yoga Instructor
- Coordinate and provide instruction in yoga postures and breathing techniques.
- 2001- 2005 **BRAINTREE MANOR NURSING & REHABILITATION CENTER**
Therapeutic Recreation Director
Primary Responsibilities:
- Management and clinical supervision of professional staff selection.
- Continuous review of recreational programs, assessing effectiveness and implementing necessary changes to meet the needs of resident population.
- Coordination of daily recreation programming and special events.
- Volunteer coordination.
- Managed and maintained budgetary compliance.

EDUCATION:

University of New Hampshire
Durham, New Hampshire
Bachelor of Science Degree – Therapeutic Recreation – 1992
Graduated Cum Laude
Mattatuck Community College
Waterbury, Connecticut
Associates Degree – Human Services – 1989

CERTIFICATIONS:

- CPR Certified; Certified Yoga Instructor