

The regular meeting of the Board of Health was held on Tuesday, April 23, 2019. Carolyn Rogowski, Chairman, Adrienne DeSantis, Secretary, and Michael LaFever, Member were present with Office Assistant Tim Fontaine recording the minutes. The meeting was called to order at 4:02 p.m. by Ms. Rogowski.

Board members perused the minutes of the April 9, 2019 and April 12, 2019 meetings. Motion made by Ms. DeSantis to approve the minutes as written, seconded by Mr. LaFever, all in favor 3-0. Minutes were signed by Ms. DeSantis.

Payroll schedules and bills were signed by all Board Members.

Board Members discussed whether or not to renew the membership to NACCHO (National Association of Civic and County Health Officials). The Board would like to know more about the benefits to us of joining this association. Board Members voiced opinion of wanting to focus more on regional memberships. Mr. Fontaine will contact a few other local towns to see if they are members. The application will be tabled until the next meeting.

Roger & Janina Douthwright were to meet with Board at 4:30 p.m. to discuss their plan of action for 237 West Street. Ms. Douthwright telephoned earlier in the day to inform the Board of an inspection from Trauma Services that was conducted on April 22, 2019. Trauma Services is a Biohazard cleaning company and will be providing a quote to properly clean the property. Board Members would like to have the Douthwrights' come to the next meeting. A Certified letter will be sent requesting Roger & Janina Douthwright to appear before the Board on May 7, 2019 at 4:30 p.m.

A complaint was received regarding leaves and debris located at 20 Baker Street. Mr. Fontaine will inspect the property. If confirmed, a Certified letter will be written allowing the owner fourteen (14) days to correct all violations.

A complaint was received regarding overall conditions at 1634 Center Street. The property is extremely full of trash, junk, and unregistered cars. The Assessor's office will be contacted for the unregistered cars. Certified letter will be written allowing the owner fourteen (14) days to correct all violations.

A complaint was received regarding ducks and chickens at 138 Piney Lane. Board Members would like to meet with the homeowners regarding these animals. A Certified letter will be written requesting the homeowners to appear before the Board on May 7, 2019 at 6:00 p.m. An inspection of the property will be completed prior to the meeting.

A complaint was received regarding goats and chickens at 645 Alden Street. Board Members would like to meet with the homeowners regarding these animals. A Certified letter will be written requesting the homeowners to appear before the Board on May 7, 2019 at 5:30 p.m. An inspection of the property will be completed prior to the meeting.

Discussion was held concerning the LATOS II position in the Health Department. Board Members feel that this position is no longer essential to the department. The Finance Committee supports the Board's decision to eliminate this position to offset future staffing expenses. The workload for this position has diminished over the past few years, as the Medicare/Personal Insurance billing was outsourced to an outside vendor. Motion made by Ms. DeSantis to eliminate the LATOS II position effective June 30, 2019, seconded by Mr. LaFever, All in favor 3-0. RECEIVED
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The Health Department was able to acquire used chairs for the waiting area in the clinic. By doing so, there are eight (8) miscellaneous chairs no longer needed. Cheryl Messer, Director of Nurses, is asking the Board to designate these chairs as surplus. Ms. Messer would then be able to dispose of these chairs or possibly sell the chairs. Mr. Fontaine mentioned any profits made will go into the Nurse's donation fund. Motion made by Mr. LaFever to designate these chairs as surplus, seconded by Ms. DeSantis. All in favor 3-0. A letter will be sent to the Selectmen designating the chairs as surplus.

Discussion was held about acquiring new desk chairs for the office staff. The current chairs are very old and need to be replaced. There is money available in the budget to cover the cost. Motion made by Ms. DeSantis to purchase new office chairs for the staff, seconded by Mr. LaFever. All in favor 3-0. Mr. Fontaine will shop for quotes to bring to the next meeting.

A final draft of the Health Agent Job description was discussed by the Board. There are a few last minute changes to be made. The job description will be corrected and sent to Carrie Ribeiro, Director of Human Resources, for final approval. If approved, the job description will then be forwarded to the Selectmen.

Board Members discussed the new Conference/Seminar Policy going into effect on July 1, 2019. A few changes were made to take the Nurses contract into consideration. Mr. Fontaine will send the finalized version to Human Resources for overview. This policy will be discussed further at the May 7, 2019 meeting.

Mr. Fontaine informed Board Members of an upcoming ServSafe class he will need to attend on May 1, 2019 and May 8, 2019 in Chicopee. Board Members agree that this is a requirement for his position and should be reimbursed for the class. Motion made by Mr. LaFever to allow Mr. Fontaine to attend the class, receive reimbursement for payment and receive comp time to attend, seconded by Ms. DeSantis. All in favor 3-0. Mr. LaFever will also attend this training.

Discussion was held about Residents that sell food products from their personal kitchens and the Town and State requirements to do so. The Department has had a few phone calls from people asking about this. The requirements would be about the same as if it were a commercial kitchen. These requirements would include: ServSafe certification, Allergen Awareness certification, a floor plan to be presented, copies of labels to be used, and animal restriction in the kitchen environment. These kitchens would be inspected and a permit would be given for use. Board Members would then have residents to come into a meeting to provide these documents and receive approval. A letter will be sent to a few known kitchen without permits to schedule appointments to provide these documents.

Food Establishment Inspection Reports submitted by Inspectors Dacruz and Fontaine were reviewed by the Board.

School Inspection Reports submitted by Inspector Dacruz were reviewed by the Board.

The following Morrell Associates reports were reviewed by the Board:

- Burger King #4224, 419 Center Street, showing Vanilla Ice Cream APC 4,500/g and Coliform 1/g
- McDonald's #6099, 420 Center Street, showing Chocolate Milk Shake APC 23,000 EPAC and Coliform < 1 EHSCC; Vanilla Ice Cream APC < 250 EPAC and Coliform < 1 EHSCC
- McDonald's #3174, Milepost 60 MassPike East, showing Chocolate Milk Shake APC < 250 EPAC and Coliform < 1 EHSCC; Vanilla Ice Cream APC < 250 EPAC and Coliform < 1 EHSCC

Change of Occupancy for Winn Managed Properties LLC, located at 68 State Street submitted by the Planning Board was reviewed by the Board.

Legal Notice submitted by the Planning Board for Stephen Koziol, 87 Barna Street, for a Home Office – home improvement business was reviewed by the Board. Public hearing is scheduled for Thursday, May 9, 2019 at 7:00 p.m.

Notice of Decision – Special Permit/Business in Agricultural Moderate Density District submitted by the Planning Board for Joe Salvador (Engineering & Land Solutions, Inc. & Hotside Equipment Repair) 185 Miller Street was reviewed by the Board.

Notice of Decision – Special Permit/Home Occupation for Chad Fraga, 25 Essex Street, for a Home Office – concrete work was reviewed by the Board.

The following Notices of Casualty Loss to Buildings were reviewed by Board Members:

- Sandra Bruschi, 228 Miller Street
- Katarzyna Kopacz, 29 Victor Street
- Zora Goncalves, 71 Fairway Drive
- Maureen Buccacio, 48 Baker Street
- Kevin Martino, 137 West Akard

Septic Pumping records, submitted by Clean Septic and Modern Septic, were reviewed by the Board.

Pool testing reports for March 1, 2019 to March 31, 2019 for Ludlow Boys & Girls Club were reviewed by the Board.

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The Reorganization of the following Boards were reviewed by Board members:

- **Safety Committee**
Brian Shameklis, Chairman
Penny Lebel, Vice Chairman
Derek Smolinski, Alternate, Police Dept.
Barry Linton, Alternate, DPW
Seth Falconer, Fire Dept.
Alex Simao, DPW
Christopher Coelho, Planning Board
Jeff Lavoie, Alternate, Fire Dept.
Justin Larivee, Member
Ryan Churchill, Member
- **Recreation Commission**
Sean McBride, Chairman
Jason Martins, Vice Chairman
Don Cameron, Member
- **Planning Board**
Raymond Phoenix, Chairman
Christopher Coelho, Vice Chairman
Kathleen Houle, Secretary
Joseph Queiroga, Member
Rafael Quiterio, Member
John Pedro, Associate Member

A letter from MassDEP Drinking Water Program Public Notification was read by the Board.

A letter from Springfield Water and Sewer Commission, Important Information About Your Drinking Water, was read by the Board.

A letter from MassDEP, Release Notification and Notice of Responsibility, addressed to Zora Gonzalves, 71 Fairway Drive, was read by the Board.

A letter from Sheriff Nick Cocchi to Scott Koczela, MassDPH, addressing corrective plans and actions for a recent inspection of the Hampden County Jail, was read by the Board.

A letter from the Commonwealth of Massachusetts, Manufactured Home Commission, was read by the Board.

The March 2019 Hydrologic Conditions submitted by the Massachusetts Water Resources Commission, was read by the Board.


Public Health Dispatch provided by NACCHO was read by the Board.
The following Food Recalls were read by the Board:

- Unilever Issues Allergy Alert on Undeclared Tree Nut in Limited Quantities of Ben & Jerry's Coconut Seven Layer Bar Bulk and Chunky Monkey Pint.
- Mondelez Global LLC Conducts Voluntary Recall of Certain Chewy Chips Ahoy 13oz Due to Unexpected Solidified Ingredient in Product in the US
- Great American Marketing Co. Recalls Meat and Poultry Wrap and Salad Products Due to Possible Listeria Monocytogenes Contamination
- Yoakum Packing Co. Recalls Venison Sausage Products Due to Mislabeling
- Denver Processing LLC Recalls Raw Pork and Beef Products Produced Without Benefit of Inspection
- Grant Park Packing Recalls Raw Ground Beef Products Due to Possible E. coli O103 Contamination
- FDA Investigating a Multistate Outbreak of Salmonella Carrau Linked to Pre-cut Melons
- K2D Foods Recalls Raw Ground Beef Products Due to Possible E. coli O103 Contamination

Motion made by Mr. LaFever to adjourn the meeting with Ms. DeSantis seconding the motion.
All in favor 3-0.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,


Adrienne DeSantis
Secretary

AD/tf