

Board of Health
Meeting Minutes
February 27, 2024

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TOWN OF LUDLOW

Member Present: Kelly Lamas, Chair; Adrienne DeSantis, Secretary; Antonio Tavares, Member

Also Present: Paulina Matusik

Meeting was called to order at 4:30 PM by Ms. Lamas and the Pledge of Allegiance was performed.

Monthly Business:

Ms. DeSantis signed the meeting minutes from January 10, 2024. Ms. Lamas made a motion to approve the meeting minutes for Tuesday, January 10, 2024. Seconded by Mr. Tavares. All in favor 3-0.

Ms. Matusik updated the board about offering free sharps disposal for Ludlow residents because of the syringe service program that the board has agreed to be part of and the state approved. Ms. Matusik is working with Tapestry Health to provide this service to residents. Ms. Matusik is also working to update this information on our website. Ms. Matusik did reach out to the American Public Health Core to make monthly educational Facebook posts and to notify them that we now offer free disposal of sharps for the residents of Ludlow.

The Health Department was approved for a summer intern again this year through the Department of Public Health. The intern will have a choice of four project proposals to choose from:

1. Emergency Preparedness
2. An educational piece
3. Going over our regulations and updating any regulations or creating new ones as needed
4. Opioid or substance misuse

The Health Department participated in Ludlow's 250th First Night. Ms. Kramer, the nurse, had a table at the event and there was a lot of positive feedback. Pictures of the event have been posted to our Facebook page. Mr. Tavaras noted that he was at the event as well and mentioned that Ms. Kramer's table was very busy both times he went by. Mr. Tavaras also mentioned that a couple of the food vendors had run out of certain items and that more people came to the event than expected and feels this was a great event for the town of Ludlow.

Ms. DeSantis asked if the sharps could be brought in, in our sharps' container or any container, for example a Clorox bottle? Ms. Matusik noted that the sharps could be brought in in any container, the health department did receive four free large boxes of sharps containers from the state to give out as needed.

Visitations:

Ms. Lamas welcomed Dr. Elinor Kelliher because our Medical Director has retired. Dr. Kelliher was asked and has accepted the position as our Medical Director, she will be responsible for vaccine

administration and compliance for state and federal. Ms. Lamas noted that Ms. Matusik drafted a Ludlow Health Department and Medical Director Services Agreement between the Board of Health and Dr. Kelliher that was signed by Ms. Lamas and Dr. Kelliher. Dr. Kelliher expressed that this role is to provide oversight for the vaccination programs that are provided by the Health Department. Ms. DeSantis wanted to know from Dr. Kelliher what this would mean for her as a time commitment? Dr. Kelliher imagines that she will be working with Ms. Angela Kramer, the nurse at the Health Department, and stated she has already met with her once and has been updated about the vaccines and what is offered (Flu, Tetanus, periodic Covid vaccine clinics which took place during the pandemic years and Tuberculosis testing as needed). Dr. Kelliher also noted that Ms. Kramer will be notifying the State regarding the change of Medical Director. Ms. Lamas mentioned that the agreement is a rolling agreement. Ms. Matusik explained that she would like to meet with Dr. Kelliher on a yearly basis to go over the agreement.

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Actions/Correspondence:

The board discussed the request for chickens at 98 Tower Road. Ms. Matusik explained the zoning bylaws would require a permit from the BOH because the property is under 5 acres, the property measures 1.1 acres, the property owners currently have 20 chickens and are requesting up to 25. The chickens are used as pets and for eggs. The location of the coop is set back from the property, the food is stored in green barrels, the coop is cleaned every third day and added to the compost pile. Ms. Matusik went out to the property with the animal inspector, an inspection was not performed but was noted that the property is very clean and well maintained. Ms. Matusik does not have any concerns. Ms. DeSantis made a motion to approve the request for up to 25 max. chickens at 98 Tower Road, seconded by Ms. Lamas. All in favor 3-0.

The board continued to discuss the request from Ms. McArdle to lower the body art establishment fee of \$500. Ms. Matusik handed out an email to the board from the town administrator (Marc Strange) about fee increases, asking for every department to go over their fees to see if any can be increased. Ms. Matusik noted that the health department administrative assistant checked the fees in surrounding areas that are comparable to the town of Ludlow and explained that our fees seem to be higher and based off the letter from the town administrator we should not lower the fee unless the board feels differently. The board noted after reviewing the fees of the surrounding areas that our fees are comparable depending on what the establishment fee was versus the practitioners' fee. Some of the fees equaled out and some were less than Ludlow. And after reviewing Mr. Strange's email regarding the fees and noting the budgetary crunch for fiscal year 2025 the board felt that our fees were well within market range. Mr. Tavaras made a motion to keep the body art establishment fee at \$500. yearly. Seconded by Ms. DeSantis. All in favor 3-0.

The board discussed the resignation of the health inspector. Ms. Matusik noted that she did forward the resignation letter from the health inspector (Tim Fontaine) to the board. Mr. Fontaine's last day was February 9, 2024. The position has been posted and there were six applicants, so far only one was qualified and an interview has been scheduled for March 6, 2024. Ms. Matusik explained that for right now she is fielding complaints, inspections were brought up date before Mr. Fontaine's last day, permit's have been paid for and are also up to date and noted that she will be conducting two mobile food truck inspections.

Other Discussion:

Ms. Matusik updated the board on the Shared Services Coordinator, the position was posted as of January 26, 2024. There were two applicants and there is an interview scheduled for February 27, 2024. The applicant seems like a great candidate, new graduate, Master of Public Health. Ms. Matusik is very optimistic about the candidate and noted that once someone is hired, that person will oversee the grant.

Ms. Matusik stated that she started using the new inspection software for the mobile food truck today and is leaning towards using it going forward, including once the new health inspector is hired. The board will not be able to review the inspection reports in paper form anymore; the inspection reports can be shared by email or viewed on the iPad.

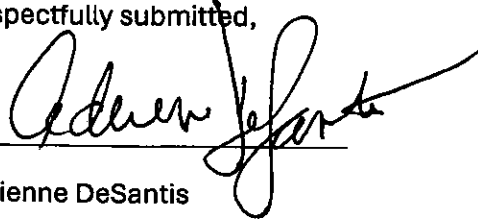
Ms. Matusik noted there aren't any inspection reports for the board to review because there were only three for the month. Ms. Matusik will work on the best way for the board to review the inspection reports but until a health inspector is hired there won't be much to update the board on.

Ms. Lamas discussed what can be done to get ahead of the Spring season regarding rodent complaints which could include educational outreach to remind the town in early May on spring cleanup and what may happen with rodents.

The next Board of Health meeting will be on March 26, 2024, at 4:30 PM.

A motion was made by Mr. Tavaras to adjourn the meeting @ 4:50 PM. Seconded by Ms. DeSantis. All in favor 3-0.

Respectfully submitted,



Adrienne DeSantis

Secretary

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