

Board of Health

Meeting Minutes

June 24, 2024

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

Also Present: Paulina Matusik

Meeting was called to order @ 4:35 PM by Ms. Lamas and the Pledge of Allegiance was performed.

Monthly Business:

Ms. DeSantis signed the meeting minutes from May 30, 2024. Ms. DeSantis made a motion to approve the meeting minutes from Thursday, May 30, 2024. Seconded by Mr. Tavares. All in favor 3-0.

Ms. Matusik noted the Health Inspector, Emily Quinn, started today and believes she had a great first day. They will be doing food truck inspections, and scheduled perc tests this week. Ms. Matusik explained that Ms. Quinn has experience and is very comfortable with food inspections and housing inspections, she does have her certification for Title V and will be gaining more experience in the other avenues of a health inspector.

On June 14, 2024, Ms. Kramer and Ms. McMurray attended the Slide into Summer Safety held at the Boys and Girls Club and had a great time with the kids. Ms. Matusik believes this is the second time the health department has participated in this event.

On June 15, 2024 – The 250th Parade & Block Party, Ms. Matusik noted there were a total of 26 food vendors for the event (1 non-profit, 3 residential, 12 annuals, 10 temporary permits and 1 no show vendor). Ms. Matusik did 10 food inspections and explained that an inspection is done before an annual permit is issued and a request of their most recent inspection report which helped with conducting the food inspections.

Ms. DeSantis noted that out of the 26 food vendors 10 were inspected? Ms. Matusik explained she inspected the 10 temporary event permits which took her four hours. The annual food trucks were inspected before the permits were issued and the nonprofits do not need to be inspected.

Ms. Matusik noted that Haviland Pond has reopened for the summer as of last Thursday, June 20, 2024. As of today, Ms. Matusik conducted the weekly water testing and going forward Ms. Quinn will be conducting the water testing.

The Ludlow Public School Superintendent has been chosen to present on building a prevention prepared community and has asked Ms. Matusik to be a speaker with him to discuss the prevention efforts outside of the school system along with Ms. Bunton (Nurse), Ms. Rooney from Cares and Ms. Carrera on July 16, 2024, at the Mashpee High School.

Actions/Correspondence:

Ms. Lamas brought to the attention of the board that there was a recent public forum, where the Planning Board sent a letter to the Charter Committee outlining their regulations as dictated by Massachusetts General Law. Ms. Lamas noted was a comment made at one of the Charter Committee meetings, that all boards were reached out too. Ms. Lamas confirmed with Ms. Matusik that neither one of them received an email in regard to where Boards of Health stand in Massachusetts in terms of State Regulations and their jurisdictional authority for Health Regulations. Ms. Lamas wanted to present to both board members about writing a letter on behalf of the Board or on behalf of herself, whatever the Board is more comfortable with. She would write a draft letter and submit it to Ms. Matusik for the Board members to review and include a time-sensitive deadline so the letter can be presented at the next Charter Committee meeting. The letter will be similar to what the Planning Board submitted and include what the Charter Committee is looking for in regard to appointments. Ms. Lamas explained there are other communities that have an appointment status for their Boards of Health and part of that includes experience. Ms. Lamas will research this and share her findings with Ms. Matusik to share with the Board members to review if they would like this included in the letter or just to go forward with the Massachusetts General Laws in regard to the Board of health. Ms. Lamas is assuming but is not sure because she has not done a lot of research with the Charter Committee, she is assuming they are consulting with the Town Council and aligning with everything that Massachusetts General Law has outlined for specific boards in terms of their legal authority. The board members agreed for Ms. Lamas to write up a draft letter, she will submit it to Ms. Matusik who will then send it to Ms. DeSantis and Mr. Tavares for review.

Other Discussion:

Ms. Lamas explained that she met with Ms. Matusik regarding her performance review, it is completed and thanked the Board for turning in their thoughts for her review. All paperwork was submitted to the Human Resources Department.

Ms. Lamas expressed to the Board that she wrote a letter on behalf of the Board to the Quabbin Health District Chair thanking Ms. Crete (Director of Public Health) for taking the time by offering guidance, support and mentorship to Ms. Matusik on inspections.

Ms. Matusik updated the Board on Shared Services noting:

- Ms. McMurray has now met with all off the Boards of Health within the participating municipalities of the Public Health Grant as of June 17, 2024.
- Ms. McMurray and Ms. Matusik recently interviewed a gentleman for the Title V contractor position. An offer was extended to him, he accepted the position. His start date will be sometime in August, he will be coming in on June 25, 2024, to meet with Ms. McMurray to sign the paperwork as a contractor for all the communities within the Shared Services. He will be a backup for Ludlow or if the Health Department gets inundated with Title V work. This gentleman is very knowledgeable and came very prepared, they were very impressed.

- Ms. McMurray has been working on the FY25 work plan and submitted it to the state on June 21, 2024. She is just waiting to hear back on any adjustments and when she does, she will update the Board with the final copy noting the final copy is due by July 15, 2024. If she doesn't hear back, it is assumed that it was submitted with no corrections.
- Ms. McMurray and Ms. Jedyne have been doing a lot of community engagement recently working out of the Shared Services Program and the services they offer. In each town they have met with the representative from the Senior Center, Veterans Services, Police Departments, and a social worker for the High Schools, a representative from WIC office in Warren, and have gone to numerous Churches making sure to find out where the food banks are in each town.
- Ms. Jedyne has partnered with the Ludlow Hubbard Memorial Library to host Social Worker drop-in hours, which will start next month, monthly thereafter, with the possibility of becoming more frequent if there is a need.
- Ms. Jedyne will be attending West Brookfield Senior Center Coffee Hour once a month to offer her services starting next month. West Brookfield does not have a program coordinator to offer the services that the Ludlow Senior Center offers.
- When Ms. McMurray attended the Boys and Girls Club – Slide into Summer, she brought fifty mosquito repellent bracelets and left with zero. It was a successful event, they had lots of educational materials from ticks and mosquito safety to how to stay hydrated this summer.

Ms. Matusik felt that Ms. McMurray is doing a great job by keeping the Shared Services going, informing communities, educational materials, and getting to know people.


The inspection reports were reviewed by the Board. Ms. Matusik noted that going forward Ms. Quinn is very comfortable with the Relevant Inspection Software so once she is issued a username, the inspections will be done in the software program. Once this happens the Board can revisit how they would like to view the inspections: the reports can be downloaded, emailed, printed, or Ms. Matusik can bring in an iPad.

The legal notices were reviewed by the Board.

The next Board of Health meeting will be on Monday, July 22, 2024, at 4:30 PM.

A motion was made by Mr. Tavares to adjourn the meeting on June 24, 2024, at 4:53 PM. Seconded by Ms. DeSantis. All in favor 3-0.

Respectfully submitted,


 Adrienne DeSantis, Secretary