

Board of Health

Meeting Minutes

August 20, 2025

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2025 SEP 12 A 8:51

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

Also Present: Paulina Matusik; Health Director

Meeting was called to order at 5:00 PM by Ms. Lamas and the Pledge of Allegiance was performed.

Monthly Business:

Mr. Tavares signed the meeting minutes from July 30, 2025. Ms. DeSantis made a motion to approve the meeting minutes of Wednesday, July 30, 2025, seconded by Mr. Tavares. All in favor 3-0.

Actions/Correspondence:

Ms. Matusik discussed with the Board a request for chickens at 245 Moore Street. She explained that this property is under zoning in agricultural and requires approval from the Board of Health. They have thirty-four chickens including four roosters. A complaint was received on April 30, 2025, and the request was supposed to be brought to the Board last month, but the homeowner had a family emergency. The roosters have been collared and there have not been any complaints since. They are looking to keep all their birds. The chickens are used for eggs, meat and pets. The food is stored in a container in the barn. The coop is cleaned every other week or as needed and is used to fertilize the plants.

- **Variance:** to have greater than 25 but no more than 40 chickens and is subject to conditions such as no complaints and proper sanitation.

Mr. Tavares made a motion to approve the variance of up to thirty-four poultry birds for 245 Moore Street, seconded by Ms. DeSantis. All in favor 3-0.

Other Discussion:

Ms. Matusik updated the Board with the Health Department Updates. She explained that going forward everyone on the Board should now have Board of Health Town emails and the Administrative Assistant will start sending emails, agendas and minutes to their town email.

Ms. Matusik wanted to remind everyone that the new Tobacco Regulations went into effect on June 1, 2025.

Updates and Changes that the Board Voted on and Adopted

1. Updated and added State definitions
2. Maximum number of tobacco product sales permits are capped at sixteen

3. Limit oral nicotine pouches to 9mg
4. The Board changed the fining structure to align with the state of Massachusetts
5. The Board changed the suspension/violation period to align with the state of Massachusetts
6. The Board added retail density:
 - a. No tobacco sales permit shall be issued to any new applicant for a retail location within 1,000 feet of an existing retailer.
 - b. Tobacco Product Sales Permit shall not be issued to any new applicant for a retail location within five hundred (500) feet of a public or private elementary or secondary school.

On July 23, 2025, the entire department completed the Blood Borne Pathogens training in compliance with OSHA regulations. This training was done because the department receives sharps disposal and deal with the disposal of sharps daily. Ms. Matusik thought this training was important to make sure all staff knew what to do, protection and noting the department procedure has been updated to ensure that all employees are properly equipped to handle sharps disposal and can answer questions.

Claire (2025 summer intern) completed her time with the Health Department on July 30, 2025, she went on to do her presentation last week at the State. Her project focused on supporting public awareness and encouraging the use of local outdoor spaces. She developed a community map showcasing all local parks, trails, water recreation, public restrooms, and public parking lots. She developed educational flyers that will be shared on the Health Departments website and their social media platform. Her findings identified areas within the town that could improve in the future and would support broader community access to green spaces and encourage physical activity.

Flu season has arrived, look for information on upcoming Flu Clinics. All clinics are for the ages of five years old and up. There are two Flu Clinics scheduled at the Senior Center for Monday, September 15, 2025, from 9:00 AM to 1:00 PM and the second clinic will be scheduled on Monday, September 22, 2025, from 12:00 PM to 3:00 PM. Ms. Matusik noted to call the Senior Center to schedule an appointment. She will update the Board and Town with any coming Flu Clinics.

Health Inspections for July:

- (1) Pre Rental Housing Inspection
- (1) Reinspection
- (1) Correspondence (Order to Correct or Follow up)
- (12) Routine Food Inspections
- (2) Reinspection's
- (1) Mobile Food Truck Inspection
- (1) Cease and Desist Issued
- (12) Nuisance Complaints Inspections
- (3) Reinspection's
- (7) Correspondences (Orders to Correct)

- (1) Chicken Complaint Inspection
- (6) Final Inspections for Title V
- (8) Perc Tests
- (2) Plan Reviews
- (1) Permit Review (Well)
- (2) Court Cases

(1) **38 Bristol Street** – the next court date of August 22, 2025, Ms. Matusik will be attending.

(2) **348 West Avenue (Trippy's)** – the court date was August 19, 2025, and the department is waiting on a judgement from the court. It was noted that Town Council expects to receive the decision around Labor Day and Ms. Matusik will update the Board.

The Ludlow Health Fair will be held on Saturday, September 6, 2025, at the Ludlow Boys and Girls Club from 10:00 AM to 1:00 PM. There will be over fifteen local vendors participating in this event and some of the local vendors will be giving raffle prizes that include gift cards and baskets. There are a lot of free resources that include school resources, mental health, diet and nutrition. There will also be CPR and First Aid demonstrations. There will be an article in the Ludlow Register about this event.

Ms. Quinn has been working on quarterly newsletters for the department. The Fall newsletter will be out next week that includes free resources, educational information, and will introduce the "Mail Back Meds" envelope where residents can request them from the Health Department, free of charge due to grant funding. Each envelope contains instructions, secure the medication in the envelope and place the envelope in the mailbox. Ms. McMurray introduced this idea to Ms. Matusik and thought this was amazing to bring to the community.

Ms. Matusik is off on Monday, August 25, 2025, Ms. Quinn will cover any inspectional needs or anything that is needed in the department.

Ms. Matusik updated the Board for Shared Services. Ms. McMurray submitted the end of year reporting on the Excellence Grant on July 31, 2025, for fiscal year 2025. This report included all the expenses, and updating their workplan (the budget and the workplan need to align to receive grant funding). Any unspent funds from fiscal year 2025 need to be sent back by next month and the amount that needs to be returned is \$80,433.58. The total amount spent of the funds was \$256,647.98. A couple of health initiatives available through the Mill Towns Public Health grant are seat safety inspections, CRP classes and Narcan training, and resources that include tick removal kits, Blood Borne Pathogen kits, Sharps containers and First Aid kits.

The legal notices were reviewed by the Board.

Ms. Matusik discussed with the Board a local upgrade approval for 558 Alden Street. The request is for a variance for the use of a sieve analysis and a reduction in setbacks from 100 ft. to the proposed 70 ft. for the water.

Ms. DeSantis made a motion to approve the reduction in setbacks from 100ft. to the proposed 70 ft. of the well and use a variance for a sieve analysis instead of a perc for 558 Alden Street. All in favor 3-0.

Ms. Matusik discussed with the Board a request for chickens at 36 Prospect Gardens. She explained they are under zoning Residential A which requires approval from the Board of Health. They have one chicken and are requesting approval for one to two chickens because they only use them for eggs and as a pet. The food is stored inside their home, and the coop is cleaned every day.

Mr. Tavares made a motion to approve the request for up to two chickens for 36 Prospect Gardens, seconded by Ms. DeSantis. All in favor 3-0.

The next Board of Health meeting will be on Tuesday, September 9, 2025, @ 4:30 Pm in Hearing Room #1.

Ms. DeSantis made a motion to adjourn the meeting @ 5:27 PM, seconded by Mr. Tavares. All in favor 3-0.

Respectfully Submitted,



Antonio Tavares, Secretary