

Board of Health

Meeting Minutes

November 20, 2025

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TOWN OF LUDLOW

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12/14/2025

Members Present: Kelly Lamas, Chair; Antonio Tavares, Secretary; Lauren Yelinek, Member

Also Present: Paulina Matusik, Health Director

Meeting was called to order at 5:01 PM by Ms. Lamas and the Pledge of Allegiance was performed.

Ms. Lamas noted that the Executive Session scheduled for 5:30 PM has been postponed.

Monthly Business:

Mr. Tavares signed the meeting minutes from Wednesday, October 15, 2025, Monday, October 20, 2025 @ 5:30 PM, and October 20, 2025 @ 6:00 PM. Mr. Tavares made a motion to approve the meeting minutes from Wednesday, October 15, 2025, Monday, October 20, 2025 @ 5:30 PM and October 20, 2025 @ 6:00 PM, seconded by Ms. Yelinek. All in favor 3-0.

Ms. Lamas welcomed Ms. Yelinek to the Board.

Actions/Correspondence:

Ms. Matusik explained that the Board recently approved the Leased Commercial Kitchen Permits. Ms. Matusik created a Catering Permit and handed one to each of the Board Members explaining there are restaurants that have individuals who cater. The Catering Permit would ensure that anyone catering food in the Town of Ludlow meets the required food safety standards and has proper certifications for proper procedures and equipment to prevent food borne illnesses. Ms. Matusik is asking the Board to decide on the fee, and feels the department is not looking for a high fee to ensure that the individuals who are catering are filling out an application for a permit, so their department is aware. Ms. Matusik did research into what other towns/cities in the surrounding area are charging:

- Holyoke - \$100.00
- Chicopee - \$100.00
- West Springfield - \$100.00
- Agawam - \$75.00

Ms. Matusik recommended a \$50.00 fee and feels \$100.00 is high because the town does not have a lot of caterers and the goal is to have compliance, and to ensure proper certifications. If the Board feels the fee should be lower, she would be fine with that.

Mr. Tavares explained that up until four years ago, even for a licensed restaurant, if he had an event to cater, he would have to pull a permit with the Health Department, and the fee was \$20.00 per event. Ms. Matusik explained the catering permit would not be for any restaurant in the Town of

Ludlow that is already permitted, it is for anyone coming into the Town of Ludlow would need to fill out a catering permit or anyone using a Ludlow establishment as a catering business.

Mr. Tavares wanted to make sure that anyone who is catering has their certifications. Ms. Matusik explained that it is all listed out on the catering application and they will be held to the same standards:

- Copy of Food Manager Certification
- Copy of Allergen Awareness Certification
- Full menu of all items offered
- A list of equipment for hot and cold holding and a narrative on how to ensure sanitation as well as a plan to prevent potential foodborne illness

Mr. Tavares feels that the \$50.00 permit fee is low because restaurants pay approximately \$200.00 a year for their permit. He explained that if a caterer has 10-15 events a year the \$50.00 fee is low and feels the fee should be \$100.00. Ms. Yelinek agreed that the \$50.00 fee may be low but likes the idea that people would be willing and forthcoming about it and explained that at the end of the day they want this to be trackable and it would be a first start, and thought by meeting in the middle with a \$75.00 fee would be good, like Agawam.

Ms. Lamas asked Ms. Matusik what is the time spent on this for Ms. Quinn or herself? Ms. Matusik explained that it would be the same amount of time as permitting an establishment noting that two inspections would be done, one for the restaurant and one for the caterer. Ms. Lamas agreed with Mr. Tavares on the \$100.00 fee and Ms. Yelinek felt it was reasonable because it aligns with the surrounding towns and cities. Mr. Tavares made a motion to approve the \$100.00 fee for the catering permit, seconded by Ms. Yelinek. All in favor 3-0.

Ms. Matusik explained to the Board that she and Ms. Quinn worked on putting together a Demolition Requirement permit to ensure that proper extermination is completed before any structure is demolished. Ms. Matusik noted that since she has been with the Town, there have been issues with complaints about rodents and an uptick in rodents. She feels that having the Demolition permit in place will be helpful and in lieu of a permit fee she would like to see the money put towards pest control which could be costly depending on how big the building is and whether the property is private property or a larger construction company because she is not looking to create hardship. She does feel that this will help regarding nuisance complaints going forward by keeping things cleaner and more documented.

Ms. Lamas asked Ms. Matusik how this will be enforced? Ms. Matusik explained that the Health Department would work with the Building Department and before anything is done the person doing the demolition would need to do a couple of things - Go to the Town Hall and let the Health Department know (the Select Board and the Building Department would be notified and they would work alongside the departments) before any papers are signed off whether they are from the Select Boards Office or the Building Department, the permit would need to be completed. The form does ask for a witness for extermination but that would be as simple as a final inspection by going out for

a Title V, which would be about thirty minutes of their time. Ms. Matusik feels this permit is valuable to the Town because of all the new construction with the Town expanding and growing. She is also hoping there will be a decrease in complaints and help the residents that did see the increase in rodents where construction was going up.

Ms. Lamas wanted to know if the Health Department would work in partnership with the other departments and mentioned a large corporation that has recently come into the Town and are already working with the Select Board and the Building Department right before demolition. Ms. Matusik explained that if they are already approved, if there is construction being done the Building Department goes out to do inspections and noted that could be done jointly with the Health Department.

Ms. Yelinek made a motion to approve the Demolition Requirements permit for the extermination of rodents and buildings to be demolished, seconded by Mr. Tavares. All in favor 3-0.

Other Discussion:

Ms. Matusik noted that the department has been busy and wanted to remind everyone that all renewals are due by December 20, 2025, and the establishments that received renewal letters are the Retail Shops, Food, Restaurants, Dumpsters, Body Art Establishments and Practitioners.

Ms. Matusik updated the Board with the Shared Services update; she brought in a magnet that was created by Ms. McMurray last year and feels it is a great reminder for proper temperatures, especially with everyone cooking turkeys for Thanksgiving and a good reminder for food safety. If anyone would like a magnet they will be in the Health Department at the front desk. She is still actively searching for a Social Worker.

Ms. Dolores Auffrey, 22 Moore Street, a lifelong resident of Ludlow and a caregiver to her husband who is homebound, and a stroke victim. She received a letter from the Health Department about the footcare program and is grateful for the program. According to the letter Ms. Hertz is a Consultant Nurse and she assumed this meant that Ms. Kramer would not be the one coming. Ms. Auffrey called the Health Department and spoke with Ms. Crosby who scheduled a footcare appointment for her husband and explained that she would need to mail in a check for twenty dollars made out the Board of Health prior to the appointment. Ms. Auffrey asked if she did mail in the check, would the money be documented that it was paid and if the appointment was cancelled for any reason would the payment go to the rescheduled appointment?

Ms. Matusik explained to Ms. Auffrey that the footcare appointments have always been twenty dollars and the reason the check needs to be made out to the Board of Health is so the Health Department can continue these types of services. If the check is made out to the Town of Ludlow and not the Board of Health or for the service they are receiving, the money goes into a general fund, the Town is able to use the money for whatever the Town needs such as a road or a new roof. The money is taken out of the department and can no longer be used for the needs that Ms. Matusik is hearing. Ms. Matusik also explained that if the appointment is cancelled, the twenty dollars will go to the rescheduled appointment every time. When the department receives money whether it is

cash or a check everything is documented, so whosevers name is on the check it will be put on an invoice and brought to the Accounting and Treasurer departments, it is also scanned into three departments (the Health Department, Accounting Department and Treasurer Department). The money is tracked even though it is going directly into the Health Department, and the Town can see it.

Ms. Auffrey wanted to know who determines "eligible residents"? Ms. Matusik explained that Medicare makes those determinations of who is homebound or who may have difficulty leaving their homes, she has not created a set list but noted that the Board does have a Home Bound Policy that she could print out and give to her.

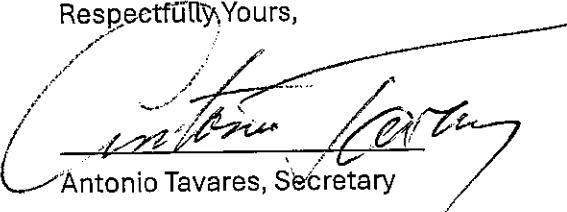
Ms. Lamas expressed that by what Ms. Auffrey is saying, her husband is homebound, he is impacted by stoke, mobility and challenges. She also explained that this would be a part of Ms. Hertz assessment. Ms. Lamas mentioned that if there are any additional resources that she or her husband may need, to please reach out to the Health Department.

Mr. Tavares asked if the letter that Ms. Auffrey received was discussed by the Board. Ms. Matusik explained that the letter was not discussed with the Board because it is part of the day-to-day functions and because there are issues going on, it would not be appropriate to address it at a Board of Health meeting. Mr. Tavares noted that Ms. Lamas and Ms. Matusik names are on the letter. Ms. Lamas explained that her name is on it because she is the Chair of the Board. Mr. Tavares felt that it would have been nice if the Board knew about the letter. Ms. Lamas explained that it was discussed in some of their executive sessions about steps to take and because there is a gap in services, Ms. Matusik is filling that gap so residents who need services are getting these much-needed services. Mr. Tavares feels that it would have been nice to let the Board members know about the letter that was sent to the residents. Ms. Lamas explained that the Boards role is to enforce state regulations and ensure they are all being followed by the Health Department. The Board supports the Health Department, Ms. Matusik is the Health Director, and she oversees the day-to-day responsibilities, functions, operations and this letter is operational. Ms. Matusik also noted that she oversees staffing and the letter does pertain to staffing. Ms. Matusik stated that she would be happy to send each Board member a copy of every letter that she sends going forward. Ms. Lamas feels that would be micromanaging the department.

The next Board of Health meeting will be on Thursday, December 11, 2025; at 6:00 PM in Hearing Room #1.

Ms. Yelinek made a motion to adjourn the meeting on Thursday, November 20, 2025, @ 5:35 PM, seconded by Mr. Tavares. All in favor 3-0.

Respectfully Yours,



Antonio Tavares, Secretary