

Board of Health
Meeting Minutes
September 9, 2026

RECEIVED
TOWN CLERK'S OFFICE
2026 OCT -8 A 8:18

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

Also Present: Paulina Matusik; Health Director

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

Monthly Business:

Mr. Tavares made a motion to approve and sign the monthly minutes from Wednesday, August 5, 2026, seconded by Ms. Lamas. All in favor 3-0.

Actions/ Correspondence:

John (The Fat Cat), Oceanna (Lair O' Lillith) and Melissa (Antrim) are owners of three out of the four Body Art Establishments in Ludlow. They came in to discuss why the Body Art Establishment fee in Ludlow is five hundred dollars which is almost double what surrounding towns are charging and what the justification would be as to why Ludlow's fee is five hundred dollars.

Ms. Matusik explained that the establishment fees have not been updated in the last five years and feels that the Health Department should be reviewing all fees every three to five years because costs go up. She explained that fees are based off of inspections, cost of time for the employees in the Health Department and put a brief cost analysis together for the Board to review that includes renewal applications, document review, inspections, administrative processing permits, records, average follow ups with a rough estimate of three hundred eleven dollars and sixty-two cents (\$311.62) that would be rounded up to the nearest tenth of three hundred and twenty dollars (\$320.00). Ms. Matusik looked at past inspection reports, and how long the inspections took, she did not average in training or driving time but noted that this is essentially how all their fees are compiled.

The Board decided to do further research and discuss the fee at their next meeting in October.

Ms. Matusik explained that 603 Alden Street is requesting permission for twelve chickens and falls under zoning – Residential A that requires approval from the Board of Health. The use of the chickens is for pets and eggs, half of their flock is 6-8 years old, and the other half is 6 months old. The owners submitted a drawing of the house, the fenced in area and a run with a rough estimate of the coop to the property lines that show 10 feet to 20 feet. The food is bought bi-weekly to keep it fresh and is stored in metal trash bins in the shed. The coop is better with sand and compost dust is applied for better composting and odor. Waste is stored in empty green bags. The chickens are dewormed and sprayed for mites yearly. No complaints have been received regarding this property.

Ms. Lamas made a motion to approve the request for chickens for 603 Alden Street for up to twelve chickens, seconded by Mr. Tavares. All in favor 3-0.

Ms. Matusik shared with the Board that 150 Rood Street submitted a septic plan that requests two variances and approval from the Board, the first variance is for a reduction from the cellar wall to the corner of the soil absorption system from the twenty feet required to ten feet. The second variance would be a reduction from the private water supply well from one hundred feet to the proposed fifty-nine feet. Ms. Quinn reviewed the plans and did not see any issues with either variance.

Mr. Tavares made a motion for the local upgrade approval for 150 Rood Street, with the first variance from twenty feet to ten feet and the second variance is one hundred feet from the water supply to fifty-nine feet, seconded by Ms. Lamas. All in favor 3-0.

Ms. Matusik shared with the Board that 524 Alden Street submitted a septic plan that requests a local upgrade approval for a reduction in separation between the soil absorption system and high ground water by two feet for a three feet separation instead of the required five feet. Ms. Quinn reviewed the plans and did not see any issues regarding the variance.

Ms. Lamas made a motion to approve the local upgrade for 524 Alden Street for a reduction in separation between the soil absorption system and high ground water from five feet to three feet, seconded by Mr. Tavares. All in favor 3-0.

Other Discussion:

Ms. Matusik shared with the Board the Monthly Health Department updates. The Health Fair went very well and had a total of twenty-four vendors present, not including the Health Department. Last year there were fifteen vendors, which is almost double from last year. An anonymous survey was sent out to all the vendors because they are looking for feedback on how to improve the fair for next year. The questionnaire had three questions and only a couple of responses were received because they were just sent out:

- **What did you think worked well at the event?**
 - o The different kinds of agencies and companies were awesome.
 - o The layout was perfect, well organized and had a good flow.
- **What do you think should be changed for next year?**
 - o Outdoors if possible, more central location in town.
 - o More activities, possibly family activities, more for kids to do for more families to attend.
 - o More information given to the public to come to the event.
- **Do you have any other feedback that you would like to share?**
 - o Food always works lol
 - o Thank you for organizing this event, Public Health Awareness should be a priority for our town, and it is nice to participate in an event that promotes this crucial component to our town.

Ms. Matusik shared information about the expansion of the office across the hall from the Health Department. They have officially moved in, she noted that the new Public Health Nurse (Ms. Odell will be starting on September 14, 2026), and the Regional Part-Time Nurse (Ms. Hertz) will be located in there as well as the Community Health Advocate once one is hired. There will also be a conference table in the office to host meetings. Ms. Matusik noted that this gives them more space because they have outgrown the Health Department and she is grateful that she is able to utilize that office space.

There is a Mental Health First Aid Training that is being offered through the Ludlow CARES Coalition for free on September 28, 2026, and September 30, 2026. The Health Department staff have all been trained and she wanted to know if the Board would be interested in the training. Ms. Matusik also explained that it is open to the people who live and work in Ludlow and it is posted on the Health Departments Facebook page.

Ms. Matusik shared with the Board the Shared Services Updates. The first Flu Vaccine Clinic is Monday, September 14, 2026, from 9:00 AM to 1:00 PM at the Senior Center. Appointments are preferred but walk-ins are welcome.

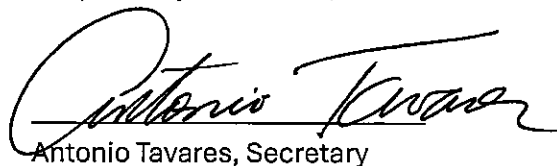
Ms. Matusik shared with the Board that the Fall Town Meeting is scheduled for Monday, October 5, 2026, at 7:30 PM and noted that usually the Board of Health Chair attends the meeting. There are two articles that pertain to the Health Department, the Pioneer Valley Mosquito Control District and the Mill Towns Vaccine Revolving Account they are being reviewed by Town Council (Brian Winner) for Town Meeting. Ms. Matusik believes that the Select Board will be holding a special town preview of all the articles before town meeting on Monday, September 28, 2026. Ms. Yelinek will be attending the Special Town Preview Meeting and the Fall Town Meeting.

The Legal Notices were reviewed by the Board.

The next Board of Health meeting will be held on Wednesday, October 7, 2026, at 5:00 PM in Hearing Room #1.

Ms. Lamas made a motion to adjourn the Board of Health meeting on Wednesday, September 9, 2026, at 5:45 PM, seconded by Mr. Tavares. All in favor 3-0.

Respectfully Submitted,



Antonio Tavares, Secretary