The regular meeting of the Board of Health was held on Tuesday, November 19, 2019. Carolyn Rogowski-Duarte, Chair; Michael LaFever, Member; and Andrea Crete, Health Agent were present with Office Assistant Tim Fontaine recording the minutes. Adrienne DeSantis, Secretary was absent. The meeting was called to order at 4:01 p.m. by Ms. Rogowski.

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Board members reviewed the minutes of the October 22, 2019 meeting. Motion made by Mr. LaFever to approve the minutes as written, seconded by Ms. Rogowski. All in favor 2-0. Minutes were signed by Ms. Rogowski.

Payroll schedules and bills were signed by all Board Members.

Jose & Anna Maria Pereira, 224 Holy Cross Circle, came in to speak with the Board asking for permission for accessory livestock (chickens & rabbits). Currently they own 7 chickens and 3-4 rabbits. These animals are raised for eggs and for consumption. Ms. Rogowski asked where the animals are processed. Mr. Pereira explained that it is done at his home for the household. He then disposes of the remains either by burying them or in the trash. Ms. Crete explained to the Board that there are no regulations or permits needed for the butchering of animals for personal consumption. Ms. Crete provided the Board with the rules from Mass Dept. of Agriculture. Motion made by Mr. LaFever to allow the Pereira's no more than ten (10) chickens and ten (10) rabbits at their property. Seconded by Ms. Rogowski. All in favor 2-0.

Ms. Crete provided the Board with a spreadsheet of work performed during the past month. Ms. Crete discussed her inspection of the Ludlow Fish & Game Club. Upon inspection Ms. Crete noticed that there was smoking taking place inside of the club. Ms. Crete did discuss the smoke free workplace rules with the staff. A letter will be sent to the Pioneer Valley Tobacco Control for follow up.

The following Food Establishment Inspection Reports provided by Ms. Crete were reviewed by the Board:

- Subway, 34 East St.
- Subway, 277 B Center St.
- Palermo's Pizza, 546 B Center St.
- Dunkin Donuts, 4 Harding Ave.
- El Cid Lounge, 1002 East St.
- Ludlow Central Bakery, 270 East St.
- Uncle Bob's, 967 East St.
- Pizza Corner, 70 East St.
- McDonald's, 420 Center St.
- Burger King, 419 Center St.
- Our Lady of Fatima, 438 Winsor St.
- Polish American Citizens Club, 355 East St.
- Union Church of Christ, 51 Center St.
- Ludlow Fish & Game Club

- St. Peter & Paul Church, 45 Newbury St.
- Ludlow Elks #2448, 69 Chapin St.
- First Church in Ludlow, 859 Center St.
- St. Paul Methodist Church, 115 Hubbard St.

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Ms. Crete discussed with the Board some of the highlights of a recent conference she attended. The conference provided numerous classes on the subjects of Title V, infection control, Health Department standardization, and food establishment inspections.

Ms. Crete is working on a Grant from the FDA. The main focus is on standardizing the Health Department. It includes a department self-assessment and focuses on the 9 standards of the Food Code.

The department will be providing a choke-saver class to be held in December. This is a requirement for any food establishment that has 25 or more seats. Cheryl Messer-Lusty will be instructing the class.

The Board discussed permit expiration dates. The main concern was in regards to Septic installers. These permits currently expire on December 31st. Ms. Crete would like to see these permits expire in 1 year instead. Board members do not see any issue with this and approve the change.

A discussion was held regarding food establishments not having the required food manager and allergen awareness training. Board members feel that these establishments should only receive a temporary 3 month permit until these certificates are provided.

Motion made by Mr. LaFever to adjourn the meeting with Ms. Rogowski seconding the motion. All in favor 2-0.

Meeting adjourned at 5:02 p.m.

Respectfully submitted,

Carolyn Rogowski-Duarte

Carolyn Rogowski-Duarte
Chair

CRD/tf