The regular meeting of the Board of Health was held on Thursday, November 3, 2022. Kelly Lamas, Chair; Adrienne DeSantis, Secretary; and Antonio Tavares, Member were present. Office assistant Tim Fontaine recording the minutes. The meeting was called to order at 5:03 p.m. by Ms. Lamas.

Board members signed departmental bills.

Board members read the minutes of September 8, 2022. Motion made by Ms. DeSantis to accept the minutes as written. Seconded by Mr. Tavares. All in favor 3-0. Minutes were signed by Ms. DeSantis.

Chrissy Florence phoned in to provide an update on the Shared Services Grant. All towns signed the letter of intent which was sent to the State. A baseline assessment was completed by all towns. Phase 2 is a workforce survey to be completed by all employees. This is currently being distributed to everyone. Phase 3 will involve collecting required documents from the towns. Currently Ms. Florence is creating job descriptions for each position. Ms. Lamas asked for more information on the hiring process. Once the job descriptions are created, they will be sent to each town for approval. When the jobs are posted, applications will be filtered through the Program Coordinator. If an applicant is hired, each town would vote to have the agent provide services within their jurisdiction.

There was a request for a Local Upgrade Approval for 151 Vienna Avenue. Sanitarian Lorri McCool is asking for a 1-foot reduction to groundwater from 4ft required to 3ft proposed. Motion made by Ms. DeSantis to approve the variance as requested. Seconded by Mr. Tavares. All in favor 3-0.

There was a request for a Local Upgrade Approval for 498 Fuller Street. Engineer Mike Pietras is asking for a 2-foot reduction to groundwater from 5ft required to 3ft proposed. Motion made by Mr. Tavares to approve the variance as requested. Seconded by Ms. DeSantis. All in favor 3-0.

There was a request for a Local Upgrade Approval for 128 Prospect Gardens. Sanitarian Lorri McCool is asking for the use of a sieve analysis in lieu of a percolation test. Motion made by Mr. Tavares to approve the variance as requested. Seconded by Ms. DeSantis. All in favor 3-0.

Discussion was held on revoking the Title 5 filing fee imposed by the Board. It has been very difficult to track down the payments for many properties. The inspectors many times do not include the fee with the report and leave it up to the office to try to collect the fee. Currently the fee is $50.00. Motion made by Mr. Tavares to revoke the required Title 5 filing fee of $50.00. Seconded by Ms. DeSantis. All in favor 3-0. This will be enacted immediately.

Discussion was held on decreasing the Funeral Director License fee. Currently the fee is $150.00 per license. Under MGL Chapter 111 Sec 49, it states that the charge can be no more than $100.00. Motion made by Ms. DeSantis to reduce the license fee from $150.00 to $100.00. Seconded by Mr. Tavares. All in favor 3-0.

Ms. Lamas informed the Board that the health inspector position has been filled with a start date of November 14, 2022.

The meeting was joined by Carrie Ribeiro, Human Resources. Ms. Lamas discussed with the Board about promoting Paulina Matusik to the role of Interim Department Head. Ms. Lamas discussed Ms. Matusik's resume and addendum of job responsibilities. Ms. Lamas discussed the qualifications of a

RECEIVED
TOWN CLERK'S OFFICE
2022 DEC -1 A 8:53

Health Director based on what the State Workforce Standards that was just released. Ms. Lamas feels that Ms. Matusik is clearly the best candidate based on her resume and the other jobs that have been taken on since the departure of the health agent. Ms. DeSantis asked what would happen with the Public Health program Coordinator position currently held by Ms. Matusik. Ms. Lamas states that Ms. Matusik would still maintain that position along with the interim department head responsibilities. Mr. Tavares inquired as to how long Ms. Matusik has been working for the department. Ms. Riberio stated that seniority does not outweigh qualifications. Ms. DeSantis was unaware of this topic being on the agenda for tonight's meeting. Ms. Lamas discussed that this is the perfect time to appoint a person as interim department head as it is budget time and the department can plan for the changes. Mr. Tavares feels that right now the Board should be filling the vacant admin position. Ms. Lamas disagrees, stating that there would be no one to onboard, hire or train a new admin if there is no department head. Ms. DeSantis would like to focus more on hiring a full time Health Director. Ms. DeSantis states that there are two questions that come before the Board. One is to appoint a interim department head, and the other is to appoint Ms. Matusik as the interim department head. Mr. Tavares states it should be one of the three current employees that should be appointed as interim department head. Motion made by Ms. DeSantis to recognize and accept the need for an interim department head. Ms. DeSantis amended her original motion. Motion made to appoint Ms. Matusik to the interim department head position. Seconded by Mr. Tavares. All in favor 3-0. Motion made by Mr. Tavares for an effective start date on November 7, 2022. Seconded by Ms. DeSantis. All in favor 3-0.

RECEIVED
2022 DEC 1 A 9:54
TOWN CLERK
LUDLOW, MASS.

Ms. Lamas started discussion on compensation for the interim department head. Mr. Tavares asked if a 15% increase would be appropriate. Ms. Lamas wrote down the level she feels is appropriate based on Ms. Matusik's education and responsibilities. Ms. Riberio states that typically someone would start at the lowest step of the classification for the position. Ms. Lamas would like to offer a Level 4 Management classification. Mr. Fontaine mentioned that at Town Meeting, the Board of Health has a Level 3 Management classification for the department. Ms. Lamas states that it is a Board decision taken on recommendation from Human Resources. Ms. Lamas proposes that Ms. Matusik is compensated at a grade level 4 at the minimum based on her qualifications and the recommendations of the workforce standards. Ms. Riberio states that Ms. Matusik is at the maximum step for her position and that she will no longer receive step increases as a Public Health Coordinator. Ms. DeSantis feels that the Board should be aware that if Ms. Matusik takes on a full-time position, the Board would then have to offer her additional salary. Mr. Tavares feels that if you give a person such a big raise, they are going to expect it all the time. Mr. Tavares recommends around a $9000 raise and then for the Board to reexamine it around July 1. Ms. DeSantis feels that is a little low for a professional position. Ms. DeSantis recommends a Grade 3 Step 2 salary. Ms. Lamas agrees. Motion made by Ms. DeSantis to compensate Ms. Matusik at a Grade 3 Step 2 management classification as an interim department head position and to reevaluate as the position develops. Seconded by Mr. Tavares. All in favor 3-0. Ms. Lamas reiterated that it is for compensation temporarily as an interim department head.

Ms. Riberio left the meeting.

Ms. Lamas provided to the Board 2 options for the vacant admin position. One is the LATOSS 4 union position. If the Board decides to bulk up the job description, it will not need approval from the union to move forward. The other option is based on the Town of Palmer would be to have a dual role

admin/inspector position. This would be a great opportunity to provide a backup inspector to the town along with performing admin duties. Ms. DeSantis asked if the board wanted to move ahead with posting the position. Ms. Lamas would like to discuss this topic at the next meeting and see how the Board would like to proceed. Ms. Lamas would to receive staff input on what support items should be added to the job description. Ms. Lamas recommends for board members to reach out to Palmer about the admin/inspector position. The Administrative Health Inspector position would not be a union position. The department would be creating a new position. This topic will be tabled until the next meeting.

Mr. Tavares discussed the possibility of adding a part-time nurse to the department. Mr. Tavares states that it would be great to offer additional vaccine clinics and services for the Town. Ms. Lamas recommends asking the current Public Health Nurse to provide information on her goals and capacities and where she is lacking in those. Ms. DeSantis would like to also see where the department could expand services. Ms. DeSantis explained that there was job posting for a nurse for months without 1 applicant. Ms. Lamas explained that the salary was not within market range and the Town has brought the salary into range for the current year. The Board would like to invite Angela Kramer, RN to the next meeting to discuss this matter in more detail.

Ms. Lamas stated that residents can make appointment for flu vaccine with the department. This will be posted to the Facebook page, along with signage within town hall. There is also the possibility of another vaccine clinic in the works. Mr. Tavares asked if blood pressures are only taken at the senior center. Ms. Lamas states that there are numerous other things that Ms. Kramer is currently working on including falls prevention and Tai Chi.

Board members agreed on December 8, 2022 at 4pm as their next meeting.

Motion made by Ms. DeSantis to adjourn the meeting at 7:05pm with Mr. Tavares seconding the motion. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis
Secretary

RECEIVED
CLERK'S OFFICE
2023 FEB -7 A 8:43
TOWN OF LUDLOW