Board of Health

Meeting Minutes

December 8, 2022

Members Present: Kelly Lamas, Chair; Antonio Tavares, Member; Adrienne DeSantis, Secretary via phone.

Also Present: Paulina Matusik, Carrie Ribeiro

Meeting was called to order at 4:05 PM by Ms. Lamas and Pledge of Allegiance was performed.

RECEIVED
TOWN CLERK'S OFFICE
2023 APR -7 A 10:09
TOWN OF LUDLOW

Monthly Business:

Board signed minutes from October 6, 2022 meeting

Visitations:

Mike Pietras was scheduled for a 4:15 PM visit but it was tabled at this time. Ms. Matusik reported that Mr. Pietras was changing up the plans for the septic system at Villa Rose and would not have them ready for today's visit. It will be put on the January 2023 agenda.

Actions/Correspondence:

A request was received for 25 chickens at 429 State Street. The homeowner has 9 chickens. They used to have roosters but have since gotten rid of them, therefore the reason for the new request. Mr. Tavares made a motion to approve a special permit for up to 25 chickens. Seconded by Ms. DeSantis. All in favor 3-0.

There was a discussion on the Administrative Assistant Position. Ms. Ribeiro talked about how a Latoss 4 position would need to have a supervisory piece to fall in line with the other Latoss 4 positions in town, in which the previous one doesn't. She feels that the position in the Board of Health should be reclassified as a Latoss 3, but that it would have to go to the Latoss Union for approval. Ms. DeSantis and Mr. Tavares both are fine with the reclassification to a Latoss 3. When asked when the position would be posted, Ms. Ribeiro stated that the Union will need to approve the reclassification first. Mr. Tavares made a motion to reclassify the administrative assistant position to a Latoss 3. Seconded by Ms. DeSantis. All in favor 3-0.

There was a discussion on the Public Health Director Position. Ms. Matusik passed out information on workforce standards from The Department of Public Health. The duties required by the State were highlighted. Ms. Ribeiro stated that the current job description would need to be revised, specifically looking at the qualifications and background required. Ms. Lamas feels that we need to look at where the Town falls in line with meeting the State's requirements and that the Public Health Director position could manage that, along with overseeing the department. The current job description will be revised by Ms. Ribeiro and Ms. Matusik and given to the Board Members for review. It will need to be presented to the Board of Selectmen on December 20, 2022 for approval. All 3 Board Members plan on attending the BOS meeting

to show support for the Director position. Mr. Tavares made a motion to revise the Public Health Director job description and bring it to the Board of Selectmen on the 20th. Seconded by Ms. DeSantis. All in favor 3-0.

Ms. Ribeiro left the meeting at this time.

Other Discussion:

The Budget was discussed tonight. Ms. Matusik presented a rough draft of the budget but did state that it would change depending on what happens at the Board of Selectmen meeting on December 20, 2022. The current draft provided information on supplies, positions, overtime.

At this time Ms. DeSantis walked into the meeting and asked about the Director position again. She was concerned because it had denied in the past but Ms. Lamas feels that this time it will be different. There is now a full-time inspector and that the issues previously were surrounding the Health Agent.

The next meeting will be on January 11, 2023 @ 4:30 PM

A motion was made by Ms. DeSantis to adjourn the meeting at 4:35 PM. Seconded by Mr. Tavares. All in favor 3-0.

RECEIVED
TOWN CLERK'S OFFICE
2023 APR -1 A 10:40
TOWN OF LUDLOW

Respectfully submitted,

Adrienne DeSantis

Secretary