Board of Health

Meeting Minutes

April 6, 2023

RECEIVED
TOWN CLERK'S OFFICE
2023 APR 21 A 10:41
TOWN OF LUDLOW

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

Also Present: Paulina Matusik

Meeting was called to order at 4:30 PM by Ms. Lamas and Pledge of Allegiance was performed.

Motion was made by Ms. DeSantis to appoint Ms. Lamas as Chairperson, seconded by Ms. Lamas. All in favor 3-0. Motion was made by Mr. Tavares to appoint Ms. DeSantis as Secretary, seconded by Ms. Lamas. All in favor 3-0. Reorganization will be sent to all town departments.

Monthly Business:

The following meeting minutes were signed: February 5, 2019; February 19, 2019; April 3, 2022; June 1, 2022; August 3, 2022; October 13, 2022; December 8, 2022; December 20, 2022; January 11, 2023; February 6, 2023; March 9, 2023. Motion was made by Mr. Tavares to accept all minutes as written, seconded by Ms. DeSantis. All in favor 3-0.

Visitations:

None

Actions/Correspondence:

The Board discussed the request for system reinspection at 515 Holyoke Street. Property owner Clarke Kennedy was present. According to Mr. Kennedy, the system was inspected late fall of 2022 and it was found that the tank and distribution box needed to be replaced. He reports that Complete Septics had given it a conditional pass and that the leach field was working properly. He also states that the Town stopped the work from being done. Mr. Kennedy is wanting to sell the property and wants to replace the parts as soon as possible. Ms. Matusik called Chrissy Florence from the meeting to ask her what she knew about this system. Ms. Florence explained that the current system is 30-40 years old and that you need to look at the daily water flow to make sure it can handle future usage. She feels that the integrity of the leach field needs to be checked so that the Town isn't accountable for future issues. Ms. Lamas wants to table this discussion until the Board can get more information from Complete Septics regarding their inspection. All members agree that if Complete Septics will put in writing that the leach field was inspected with a camera and that they feel it can sustain future use, they are willing to approve the replacements. The Board will continue this discussion at their next meeting on April 20, 2023.

The Accounting Department needs the payroll designee paperwork signed by the board members authorizing Ms. Matusik to sign off on payroll. All board members signed off giving Ms. Matusik the authority to sign off on payroll.

There was a request for a special permit for 12 chickens at 362 Woodland Circle. Motion was made by Ms. DeSantis to approve the 12 chickens, not to exceed 25 and no roosters allowed. Seconded by Mr. Tavares. All in favor 3-0.

There was a request for a special permit for 13 chickens at 36 Joy Street. Motion was made by Mr. Tavares to approve the 13 chickens, not to exceed 25 and no roosters allowed. Seconded by Ms. DeSantis. All in favor 3-0.

There was a request for a special permit for 10 chickens at 1373 Center Street. Motion was made by Ms. DeSantis to approve the 10 chickens, not to exceed 25 and no roosters allowed. Seconded by Mr. Tavares. All in favor 3-0.

The Board reviewed the request made by Chris Lemek at 49 Wood Drive for a voluntary septic upgrade. Mr. Lemek is both the homeowner and the contractor that will be performing the work. He wants to bring the system up to code. Motion was made by Mr. Tavares to approve the upgrade of the system at 49 Wood Drive, seconded by Ms. DeSantis. All in favor 3-0.

The annual nomination paperwork for the Animal Inspector has been received. Octavia Anderson is the current Animal Inspector and is willing to continue in that role. Motion was made by Mr. Tavares to nominate Ms. Anderson as the Animal Inspector for the Town of Ludlow. Seconded by Ms. DeSantis. All in favor 3-0.

RECEIVED
TOWN CLERK'S OFFICE
2023 APR 21 A 11:08
TOWN OF LUDLOW

Other Discussion:

Ms. Matusik put together a presentation for the Board providing a Health Department assessment. She provided numbers for the past three months. She started first by reviewing the 10 essential Public Health Services. She then reviewed the roles of the Board of Health and provided an overview of the staffing issues in the health department, showing the importance for a Health Director.

At this point Ms. Matusik feels that hiring a Health Director should be the next step and then perhaps leaving the rest of the department as is. She reports that there is a summer intern working this year and that she would like to do a community health needs assessment to get feedback from the residents on what they would like to see from the Health Department.

Ms. Matusik next reviewed each staff members job description and how much time is spent on each task. She included the trainings required for each position and the time spent/allotted for such trainings.

She also reviewed her duties over the past three months as the Interim Health Director/Public Health Program Coordinator. She mentioned that Chrissy Florence has resigned from her position for the Town of Palmer and that she is unclear how this will impact the Public Health Excellence Grant. At this point in FY 23, no money has been spent from the grant.

Ms. Matusik briefly touched upon others factors that influence health and community needs, which include, but are not limited to, unemployment rates, domestic arrests, drug and alcohol arrests and other medical issues.

Mr. Tavares asked when the Health Director position was going to be posted. Ms. Matusik reports that she will touch base with Carrie Ribeiro in Human Resources. The Board Members will need to review the job description and make changes as they see fit prior to it being posted.

Ms. Lamas next discussed her disappointment and frustration over Ms. Matusik's treatment by the Board of Selectmen at their last meeting. She has drafted up a memo regarding future requests for attendance at their meetings. The Board of Selectmen must put in writing their requests 2 weeks in advance of their meetings and that the Health Director will be joined by the Board of Health Chair or another member. She would like to memo approved by all members to present a united front from the Board of Health. Mr. Tavares voiced his concern over how the memo would be perceived but does want to support Ms. Matusik. He also reported that he still feels that the Health Department needs another nurse. Ms. Lamas would like to see the results of the assessment done by the summer intern before further decisions are made. Ms. DeSantis made a motion to approve the memo to the Board of Selectmen, seconded by Mr. Tavares. All in favor 3-0.

RECEIVED
TOWN CLERK'S OFFICE
2023 APR 21 A 10: 44
TOWN OF LUDLOW

The next meeting will be on April 20, 2023 at 4:30 P.M.

A motion was made by Mr. Tavares to adjourn the meeting at 6:20 PM. Seconded by Ms. DeSantis. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis

Secretary