

**HEATH BOARD OF HEALTH
MEETING MINUTES
January 17, 2024**

Board Members Present: Sheila Litchfield, Susan Gruen, Gene Garland -Chair, Randy Crochier -Franklin Regional Council of Governments (FRCOG), Cindie Garland -Interim Board Clerk

0904 Meeting Called to Order by Gene Garland

REVIEW AGENDA

- Gene requested to add to the discussion the Board of Health (BOH) budget 5% increase for Code RED services.

REVIEW/APPROVE MINUTES

- November 8, 2023 Meeting Minutes: Susan moved to accept the minutes with corrections as written. Ayes: Gene and Sheila.
- December 13, 2023 Special Meeting Minutes: Susan moved to accept the minutes with corrections as written. Ayes: Gene and Sheila.
- December 19, 2023 Meeting Minutes: Susan moved to accept the minutes as written. Ayes: Gene and Sheila.

REGIONAL HEALTH AGENT Updates

- FRCOG Updates – Randy Crochier filled in for Kurt who is in Heath with a Title 5.
- FRCOG has processed 100+ permit applications since the first of the year.
- Jasmine has taken the lead on Food and Kurt the Housing and Septic work. Randy has been involved in the upcoming Franklin County Cooperative Public Health Service (CPHS) annual meeting regarding the new Tobacco Control Regulation Status in CPHS towns. Randy is anticipating the oversight board will approve the model regulation so it can be pushed to the local towns for a vote.
- Much discussion of a fee schedule modification for food trucks. Under the current food code in Franklin County, each food truck must apply for a permit and inspected in each town they operate. Randy developed a policy for Mobile vs. Temporary food truck establishments. CPHS has been working with local government officials to propose legislation for 1 permit for each truck in a county. CPHS would continue to monitor the food truck program.
- FRCOG is currently processing Annual Reports for each town. The CPHS assessments will stay the same no increase. FRCOG has grant money to support the increase.
- Sheila asked if the Temporary Occupancy Permit certification progress should be revised. Currently there are no inspections, there is a concern if the permits timeline would be extended. Randy said that FRCOG historically release a Temporary Occupancy Permit for a trailer at a house that has been damaged. Heath is unique because of Mohawk Estates (est. 1967). Randy said there is no code to inspect camper trailers that have no water or waste. However, he is seeing that Hip camp is growing popularity in Franklin County. There is also a concern of trailers (without water/sewer)

being used for Airbnb purposes. The BOH agreed to add revisiting the bylaws of Temporary Occupancy Permit Certificate on the Agenda for further discussion.

- Randy said he will forward the 2024 District Local Technical Assistance (DLTA) Request Form to the BOH. (COMPLETED)

BOARD OF HEALTH INTERIM CLERK

- Cindie will update the 11/08, 12/13, 12/19 minutes with correction and post them to the BOH website. (COMPLETED)
- Cindie will review the FY24 BOH expense report and inquire about the Septic Loan program.
- Cindie will submit the FY25 BOH budget to the Town Coordinator. (COMPLETED)

NEW BUSINESS:

NURSE UPDATES (Susan Gruen)

- Claire the Town Nurse stated COVID cases are increasing in Heath. Susan stated she no longer has COVID tests to distribute and has been referring residents to other sources.
- There was a question if the COVID tests that are expired are still effective. The FDA extended the iHealth Covid test for 15 months.
- Susan said she requested more tests from the state. (UPDATE: Susan received additional 180 test kits)
- Gene stated no updates on the Nurse's position from the Select Board. Randy referred Susan to Meg Ryan who attended the Public Health Nurses Association and the importance Public Health nurses in all committees. She has information to share with the communities.

BOH BUDGET UPDATES (Gene Garland)

- FY25 Budget submission due to the Town Coordinator no later than January 25. (COMPLETED)
- There is a \$164 increase for Code RED services expensed from the BOH Expense account. Gene will submit an increase in the FY25 budget. (COMPLETED)
- Susan asked if the Code RED is a 1- or 3-year contract. (UPDATE: Code RED is a 3-year contract)
- Sheila will ask Tim Lively about other Real Time Emergency Alert Systems.
- Susan asked if there are funds available in the Septic Loan program. Currently there is \$43,832.98 in the fund. Gene will research the program policy and regulations.
- Sheila will inquire with Tim Lively and the Emergency Management Committee if BOH could co-share the Code RED duties.
- Sheila motioned the BOH to send a letter to the Select Board and Finance Committee to credit the additional cost (\$164) for the Code RED system in 2024 against the BOH stipend line with the understanding that the stipends for FY25 would remain the same in FY25 (5 members). This is a temporary fix until the BOH and Emergency Management Team explore other reverse 911 systems that would better support the interest of the BOH and Select Board to provide Real Time Emergency Alert System. Susan seconded

the motion. Gene stated any discussed. Gene stated all in favor. Aye: Gene, Sheila, Susan. (UPDATE: Funds were credited out of the BOH expense account)

ONGOING BUSINESS:

- Sheila stated there are no updates with the FRCOG Emergency Dispensing Sites (EDS).
- CPHS Oversight meeting– Meeting is scheduled for Jan 18th, 2024. Susan will attend. (UPDATE: Liz will provide training at the next BOH meeting, February 14th.)
- Discussion: BOH is not responsible for dog licenses.
- Susan will draft BOH articles to the Heath Herald (ex. Mosquito and Tick awareness and BOH training,).
- Pioneer Valley Mosquito Control District (PVMCD) meeting was cancelled. Meet in February. PVMCD 5% budget increase. This will impact 2026 (\$150 for three years). The discard of tires program was postponed for another year due to lack of funding. Maureen O'Reilly from PVMCD will continue next summer with the spraying of the boots program. Heath had over 140 pairs of shoes sprayed in 2023. Susan stated she will continue to manage the mosquito and spraying of the boot's community service activities with professionals in the local government.
- FRCOG roundtable no meeting in December. Susan anticipates another meeting to be scheduled soon.
- Gene stated no updates with the Mobile unit bylaws since the discussion on December 19th. Gene will send out the District Local Technical Assistance (DLTA) project request bylaws and form to the group. (COMPLETED)
- FRCOG has received funding from the Massachusetts Executive Office of Housing and Livable Communities (EOHLC). Sheila recommended the BOH to set up a meeting with the Planning Board outside the Select Board meeting.
- The next MAPHCO (Mohawk Area Public Health Coalition) meeting is scheduled for February 5th, 2024. Gene will attend.
- Liz from FRCOG will provide on-line permitting system training at the next BOH meeting at Jacobs Road Municipal Center.

Next Meeting February 14, 2024, 1030

Gene moved to adjourn at 0957; Susan seconded. Ayes: Sheila
Meeting Adjourned 0957.