

**HEATH BOARD OF HEALTH  
MEETING MINUTES  
Mar 11, 2026**

Board Members Present: Sheila Litchfield, Susan Gruen, Tucker Jenkins, Gene Garland -Chair, Elissa Viarengo – Select Board Representative, and Cindie Garland – Boards Clerk  
Absent: Jason Erali and FRCOG Health Agent

0900 Meeting Called to Order by Gene Garland

**REVIEW AGENDA/ADD ITEM**

- The board reviewed the agenda and additions included:
  - Board of Health training requirements
  - Extreme heat emergency webinar update
  - OnSolve (CodeRED) system discussion
  - Budget discussion under Clerk’s Report

**REVIEW/APPROVE MINUTES**

- February 11th BOH Minutes: Approved with edits clarifying septic system loan program discussion and shelter operations plan review.
- February 17th BOH and Select Board Minutes: Approved with edits regarding regional public health services language and Code Red budget placement clarification.
- Susan moved to approve the Feb 11<sup>th</sup> and 17<sup>th</sup> minutes with minor corrections. Sheila seconded the motion. Ayes: Susan, Sheila, Tucker and Gene. The board approved the minutes unanimously.

**REGIONAL HEALTH AGENT UPDATE**

- Kurt Schellenberg was not present.
- Gene stated letters regarding septic violations have been sent; 60-day response period applies. Follow-up needed on:
  - 81 Route 8A - property concern (potential personal dispute context)
  - 118 Row Road – prior concern (no septic, no heat); no follow-up received
  - 32 Navajo Lane: Investigated; no evidence of occupancy

**NEW BUSINESS:**

**NURSE UPDATE (Claire Rabbitt, RN)**

- EpiPen has expired; replacement to be pursued
- Discussion regarding recruitment of a new Town Nurse:
  - Awaiting Select Board guidance
  - Job description may require revision (reporting structure unclear)
  - Salary discussion remains unresolved

**BOARD OF HEALTH CLERK UPDATE**

- Cindie reviewed the budget report. Remaining balance: approximately \$1,190.

- Planned expenses:
  - Tick testing coupons (~\$300)
  - Community Resource Fair materials
  - Discussion of display materials and outreach supplies

### OnSolve (CodeRED) System

- New system provides expanded capabilities
  - Need formal town policy governing use
  - Authorized users (Town Coordinator, Select Board Rep, and Emergency Management Rep)
  - Caller ID clarity (Town identification requested)
- Community Resource Fair:
  - Promote system: Obtain marketing materials from vendor
  - Cindie and Mia to assist in resident enrollment

### Extreme Heat Training

- Resources available through MA Department of Public Health
- Includes:
  - Heat/cold emergency guidance
  - Printable public education materials
- Links added to Shelter Operations Plan

### BOH Training Requirements

- Training tied to Public Health Excellence Grant (PHE Grant)
- Approximately 30–36 training modules recommended, required for grant compliance

### ONGOING BUSINESS:

#### CPHS (COMMUNITY PUBLIC HEALTH SERVICES) UPDATE

- Susan reported the FY27 budget for Heath increased by **\$613**
- Fee schedule to increase on July 1, 2026.
- Susan moved to support the CPHS budget increase. Sheila seconded the motion. Ayes: Susan, Sheila, Tucker and Gene. The board approved the increase unanimously.
- Gene will inform the Town Coordinator and Select Board of the board's approval.

#### PIONEER VALLEY MOSQUITO CONTROL DISTRICT (PVMCD) UPDATE

- Susan reported that at the recent PVMCD meeting, there was discussion of financial strain affecting multiple member towns, with several municipalities considering withdrawal.
- Regional discussions underway to:
  - Seek state funding support
  - Explore district consolidation

#### MOHAWK AREA PUBLIC HEALTH COALITION (MAPHCO)

- Gene stated the March meeting was cancelled.

## EMERGENCY MANAGEMENT

- Shelter Operations Plan nearly complete
- Emergency Needs Survey under development:
  - Requires legal review (privacy considerations)
  - Storage and data access protocols still unresolved

## COMMUNITY RESOURCE FAIR (April 18, 2026)

- Board of Health to participate
- Proposed materials:
  - Tick prevention information
  - Emergency contact cards
  - Narcan kits and information
  - Mosquito wipes and hand sanitizer
- Possible purchase of display rack
- Sign-up station for members to sign up for CodeRED system

## BOH ACTION ITEMS

- Gene reviewed the BOH Action Report. Ongoing research into the septic loan program structure and administration.
- Discussed several complaints still waiting for FRCOG response. Gene will reach to FRCOG.

## HEATH HERALD ARTICLES

- Community Resource Fair article was submitted for the April/May edition.
- Tick/mosquito prevention article planned for June/July Issue.

Next Monthly Meeting: Apr 08, 2026 @ 0900 via Zoom.

Gene made a motion to adjourn at 10:20 a.m. Moved by Sheila. Susan seconded the motion. Ayes: Sheila, Susan, Tucker and Gene. Meeting Adjourned at 10:20 a.m.