



Board of Health Town of Southwick

454 College Highway, Southwick, MA 01077
Phone: (413) 569-1212 Fax (413) 569-5284

MINUTES March 16, 2023

OPENING: The regular scheduled meeting of the Board of Health opened at 6:00 p.m. The following members were in attendance:

Tom Hibert – Health Director
Sue Brzoska – Chairperson
Jean Nilsson – Member

PUBLIC COMMENT

There was no public comment.

MINUTES

Mrs. Nilsson made a motion to accept the March 2, 2023 minutes. Ms. Brzoska seconded the motion. The roll call vote was unanimous in favor to approve.

BOARD OF HEALTH FY24 BUDGET

Originally, the BOH proposed an increase of \$500 for the *Consultant* under *Operations*. That has been revised to add \$256 from the *Immunization Clinic* account to *Consultant* and \$300 from the *Immunization Clinic* account to the *Education/Conference/Travel* account. The *Operations* will be level funded for FY24.

The Board of Health is requesting an increase of \$193 in *Clerical Salary*. Our previous secretary was receiving \$16.05 which is an increase from the amount the Board had originally budgeted for FY24.

The Board is requesting an increase of \$1130 in the *Health Inspector Salary*. The total increase for the Board's FY24 budget is \$1,423 in *Salaries*.

Mr. Hibert gave the job posting for a 10 per week Board of Health Secretary to the Selectboard secretary for posting.

PHYSICIAN AGREEMENT

Our potential physician has agreed to be our Health Consultant. He requested to donate the reimbursement to the Senior Center. However, we are unable to do this because the monies are from the PHE grant. Ms. Brzoska will modify the *Health Consultant Agreement*. Once Mr. Hibert checks with Accounting for any additional paperwork, we will send the *Agreement* and the *Standing Orders* to be signed.

HEALTH DIRECTOR'S REPORT

Disposal Septic System Plans were approved for:

- 164 South Longyard Road (repair)

Well Water Supply Certification issued to:

- 426 North Loomis Street – the certificate was issued with the condition that the water be tested again once it cleared. Iron and Manganese were slightly about the acceptable limit.

Housing Inspection:

- Mr. Hibert contacted the owner of 440 College Highway (rental property) about violations of the Housing Code (smoke detector missing, heater not working, some other minor violations). The landlord had already started to correct the violations. Mr. Hibert will conduct a reinspection.

Food Service Inspections:

- Gristmill Café – late fee was paid. Inspection revealed minor issues. The Food Service Permit was issued.
- Zantos – New owners. Good inspection.
- Four Dads Pub (141 Congamond Road) – Mr. Hibert and Mr. FitzGerald conducted the inspection. The owners have gutted the inside of the restaurant and are doing major renovations inside and out.

Delinquent Permits

- Red's Café – fee was paid. Waiting for the Town Clerk to sign off on the application.
- Roma – waiting for certifications. The restaurant was closed when Mr. Hibert went to inspect.

PHE NURSING GRANT

The Health Fair plans are progressing. Notices have been posted in the Library, Town Hall, Channel 15, Southwoods magazine and the 5 other towns. Big Y donated a \$25 gift card.

The Behavioral Health Network (BHN) is proposing administering Covid boosters at the Health Fair and awarding \$25 Stop and Shop gift cards to vaccine recipients.

Mr. Hibert and Ms. Brzoska met with Karl Stinehart to discuss the Health Director's payment for administering the PHE grant. There is some confusion as to which PHE account this payment should come from. Mr. Hibert will get more information for the State on this issue.

Southwick is eligible to receive PHE grant monies in the amount of \$300,000 for FY24. Fifteen percent (\$45,000) of that can be used by the Town to cover the extra expenses incurred by the grant. For example - Accounting and IT have spent hours working on grant related issues instead of Town work. Mr. Hibert will work on the grant application for FY24 that is due the end of April.

Mr. Hibert met with the accounting departments to clarify the PHE budget accounts. There was some confusion as to how these accounts were set up during the tenure of the last 2 Health Directors. Mr. Hibert is setting up the accounts to reflect MDPH's.

The meeting, that was scheduled with the 5 other towns covered by the grant to discuss options to use the money (e.g. per diem Health Inspector, part-time Grant Coordinator, inspection software) was cancelled due to weather. Mr. Hibert will reschedule.

At the next staff meeting. Mr. Hibert will discuss with our Public Health Nurses, Ms. Sedelow and Ms. Southworth, if any additional supplies are needed before the end the FY23.

CONTACT TRACING GRANT

Jeanne Galloway, West Springfield Health Director, inquired to the Town's position regarding the renewal of the grant currently used for contact tracing and related work in the towns of West Springfield, Agawam and Southwick. The Board decided that if the grant is available, renew it.

Locating town-by-town Covid 19 death data are difficult because the State generally reports the death data by counties instead of towns. Researching further, Ms. Sedelow, Public Health Nurse found that there were 20 Covid 19 related deaths between 3/2020 and 3/2023.

The next meeting is scheduled for April 6, 2023 at 6:00 p.m.

Mrs. Nilsson made a motion to adjourn the meeting at 6:55 pm. Ms. Brzoska seconded the motion. The roll call vote was unanimous in favor.

Tom Hibert, Health Director

Sue Brzoska, Chairperson

Jean Nilsson, Member

Mikenzie Cain, Vice-Chairperson

Date