



## **Board of Health Town of Southwick**

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Phone: (413) 569-1212 Fax (413) 569-5284

### **MINUTES February 2, 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  
Tom FitzGerald – Interim Health Director/Consultant  
Sue Brzoska – Chairperson  
Jean Nilsson – Member  
Mikenzie Cain – Vice-Chairperson  
Dee Giordano – Secretary

The Board of Health welcomed their new Health Director, Thomas Hibert. Mr. FitzGerald reviewed the active BOH cases with Mr. Hibert, introduced him to the department heads, gave him an overview of some administrative procedures and took him on a tour of the Town Hall and the Town.

### **PUBLIC COMMENT**

There was no public comment.

### **MINUTES**

The January 5, 2023 and January 19, 2023 minutes were reviewed. Mrs. Nilsson made a motion to accept the minutes. Ms. Brzoska seconded the motion. The roll call vote was unanimous in favor to approve.

### **NURSES' REPORTS** (See Attached)

Ms. Sedelow and Ms. Southworth made a proposal for a Health Fair in May. This would be held in the Auditorium. When more information is available, the idea will be presented to Karl Stinehart, the Chief Administrative Officer for additional information and approval.

### **PHYSICIAN AGREEMENT**

Ms. Brzoska revised the wording of the agreement and emailed it to the physician for review.

### **WEBSITE UPDATES**

Ms. Brzoska stated that Mr. Middleton had made the needed changes to the website. Mr. Hibert stated he would review the permit/license applications on the website and make changes where necessary. He will present the revised applications to the Board for approval.

## **TOM FITZGERALD'S REPORT**

### **HOUSING INSPECTION**

2 Lakemont Street – It is not known whether the house is occupied. There was smoke coming out of the chimney, but no one answered the door. Part of the roof is caving in. The owner is behind in taxes. Mr. Hibert will review and follow up.

### **SEPTIC INSPECTIONS**

A Disposal System Certificate of Compliance was issued for 12 Noble Steed  
A final septic inspection was conducted at 4 Silvergrass Lane.

### **OTHER**

Randy Brown from DPW, discussed with Mr. FitzGerald the proposed spray park to be constructed at Whalley Park. Mr. FitzGerald stated that per DEP, large amounts of chlorinated water cannot be put into a septic system. The State pool code is in the process of being updated to include spray parks. An underground injection control system would be needed. The spray park would need DE approval.

### **FOOD SERVICE INSPECTIONS**

Mr. FitzGerald conducted inspections at Big Y, CVS, Pride, Millie's Country Store, Dunkin Donuts at 208 College Highway and McDonald's.

Mr. Hibert will visit those food establishments that have not yet submitted permit fees or certificates.

### **UNANTICIPATED ITEMS**

Mr. FitzGerald met with Jeanne Galloway in West Springfield regarding the Tri-Town nursing grant. We are potentially eligible to participate for another year. The Board will have to discuss whether or not they want to apply for a 3<sup>rd</sup> year.

The BOH discussed the FY24 budget to be submitted February 3<sup>rd</sup>. There were 2 options. The Board decided to eliminate the Nurse's salary and add those funds to the Health Inspector's salary. The nurses are paid through the PHE Shared Nursing Grant. The Immunization Clinic funds will be added to Education/Conference/Travel. Immunization Clinics are paid through the PHE Shared Nursing Grant. Mrs. Nilsson questioned whether the funds in the Education/Conference/Travel line item will be enough to cover travel, the required certifications and education seminars. Mr. FitzGerald and Mr. Hibert said it should be sufficient. The BOH will ask for extra funds to be added to the Consultant line to cover Mr. Hibert's vacations and to contact a consultant when needed.

There was a discussion whether to pay our part-time inspectors through the Health Inspector's salary line or through the Consultant line for the remaining FY23. Currently, all inspectors are being paid through the Health Inspector's salary line. The BOH needs to have enough funds in the Health Inspector's salary to pay for our new Health Director.

Ms. Nilsson made a motion to approve the FY24 budget for submittal. Ms. Cain seconded the motion. The roll call vote was unanimous in favor.

Ms. Cain made a motion to adjourn the meeting at 7:11 pm. Ms. Nilsson seconded the motion. The roll call vote was unanimous in favor.

The next meeting is scheduled for February 16, 2023 at 6:00 p.m.

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Tom Hibert, Health Director

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Sue Brzoska, Chairperson

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Jean Nilsson, Member

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Mikenzie Cain, Vice-Chairperson

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Diane Giordano, Secretary

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Date