

Board of Health Meeting Minutes

January 24, 2023

Present: Holliston Board of Health (BoH): Josh Mann (*Chairperson*)
Jay Leary (*Vice-Chair*)
Peter Liffiton (*member*)

Scott Moles, *Health Director and Agent*
Kristin Abraham, *Health Department Clerk*
Ann Adams, *Health Department Clerk*

Cynthia Listewnik, *Holliston School Committee*

Cheryl Sbarra, *Executive Director and Senior Staff Attorney at Massachusetts Association of Health Boards*

Josh Mann, BoH, Chairperson, opened the meeting at 7:00 PM.
Scott Moles read the Remote Participation Statement.

Board of Health Roll Call: Josh Mann – present, Jay Leary - present, Peter Liffiton - present

Public Comment: None

COVID-19 and seasonal flu update:

- There are 2 active cases (reported to the State) of COVID-19 in Town bringing the cumulative total to 3035.
- The Health Department dispensed 107 cases of COVID test kits, and has 37 more cases to give residents free of charge.
- Scott explained that flu cases are dropping and COVID cases are staying steady.

FY24 Budget

- The Board reviewed the proposed FY24 budget and narrative.
- It is level funded except for salaries:
 - Director increased by 1.5%
 - Clerks increased by 4% due to step changes and cost of living increases
 - Longevity was added for working over 5 years (Director) and 15 years (clerk)
- Scott will meet with the Finance Committee on February 7th.
- Jay and Josh said they will attend this Finance Committee meeting.
- The Board discussed the narrative. The Board suggested some changes to the narrative which will be incorporated and shared for review.
- Peter is interested in the new State Title 5 regulations Scott is expecting soon. Scott said the regulation changes are dealing with nitrogen sensitive areas, mainly down the Cape. This is unlikely to impact Holliston. Scott will keep the Board informed.
- The Housing Code is also changing to make inspections go smoother. Scott is going to a seminar next week and will report back to the Board.
- The Board asked for a revenue spreadsheet to give them background on what the Health Department takes in, including the fees, permits and breakdown of revenue.

Josh motioned to accept the proposed FY24 BoH budget to be presented to the Finance Committee. Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter-Aye. Passed.

Director Performance Evaluation: Scott's performance evaluation will be discussed at the next meeting. Peter was pleased to read Scott's evaluation and felt it had impressive candor and was well thought out.

Board of Health Goals: The Board wants to discuss Board of Health goals at the next meeting.

Animal complaint & regulations: Scott is working with Animal Inspector Dona Walsh regarding a rooster complaint, and drafting up local animal regulations that he will bringing to the Board soon.

Flu Clinic: MetroWest Pharmacy has been engaged to provide a Town Flu Clinic on October 14, 2023 at the Placentino Cafetorium. Details to follow.

53 Wingate Road was sold and Scott is meeting with the new owners regarding repairs.

Minutes: Josh made a motion to approve the BoH meeting minutes from January 10, 2023.
Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter -Aye Passed.

Bills: The following bills were discussed and approved:

Josh motioned to approve the LocaliQ bill for advertising a public hearing: \$30.03
Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter-Aye. Passed.

Josh motioned to approve the Stantec Bill for Covanta Compliance Officer: \$2,674.00
Covanta pays for the Compliance Officer bills.
Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter-Aye. Passed.

Josh made a motion to approve the Salmon VNA bill for: Total = \$2,412.00
All COVID cases, paid by American Recovery Plan Act (ARPA)
Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter-Aye. Passed.

Josh motioned to approve the ServeSafe Class Registration bill for Scott: \$159.00
Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter-Aye. Passed.

7:30 Public Hearing – Tobacco Sale Regulation update

- Cynthia Listewnik, Holliston School Committee asked how the violation penalties worked. The Board clarified the fines and suspensions.
- As there were no further public comments, the Board moved to close the public hearing.
Josh motioned to close the public hearing. Jay seconded.
Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter -Aye Passed.
- Cheryl Sbarra, Executive Director and Senior Staff Attorney at Massachusetts Association of Health Boards, suggested allowing a month before this regulation takes effect to allow for tobacco retailer education.
- The Board decided to have the regulation take effect March 1, 2023.
- The Board had no questions about the proposed Tobacco Sale Regulation.
Josh motioned to accept the proposed Tobacco Sales Regulation to take effect March 1, 2023.
Jay seconded. Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter -Aye Passed.

Board Comment: Jay thanked Cheryl Sbarra, Olivia Dufour (previous Tobacco Control Program Manager) and the Health Department staff for their part in this significant endeavor of bringing this Tobacco Sales Regulation to a resolution.

Josh made a motion to adjourn the BoH meeting at 7:44 PM. Jay seconded.

Roll Call: Josh Mann- Aye, Jay Leary-Aye, Peter -Aye Passed.

Respectfully:

Ann Adams, Health Department Clerk

Approval Date: 2-14-23