

MONTAGUE BOARD OF HEALTH MEETING

Wednesday, September 20, 2023 – 5:00 PM

Town Hall – Second Floor Meeting Room and ZOOM

Meeting Minutes

Present: Melanie Ames-Zamojski, Michael Nelson & Rachel Stoler

Staff: Ryan Paxton - Health Director for Montague

Other: Jennifer Hoffman and Athena Lee Bradley- Public Health Excellence Grant Administrators, Judith Loreli and Mary Kay Mattiace- Montague Cemetery Commission

Melanie Zamojski opened the meeting at 5:00 PM

Minutes:

August 2023 Minutes

- The BOH members reviewed the minutes.

*Michael Nelson **Motioned** to accept the August Minutes as presented. Seconded by Rachel Stoler. **Motion passes.***

Nelson – aye, Stoler– aye and Zamojski– aye

Director's Report:

- Conducted housing inspections/re-inspections resulting in 8 new orders to correct and 3 citations in the form of non-criminal dispositions.
- Two unoccupied properties without utilities (10 Unity Street and 17 Hillside Avenue) were condemned. The owner of 17 Hillside is deceased, and no other owner has been identified at this time.
- Conducted site visits with the Attorney General's Office for 3 sites referred for the Neighborhood Renewal Division at the beginning of the month- progress with title searches was made, no direct action for a petition at this time.
- A court date was received for 87 Fourth Street, the date is set for October 10th 2023 at the Greenfield Housing Court.
- Completing bi-annual food inspections. Received a complaint regarding the Rendezvous which was investigated and resolved.
- Pre-operational inspection and permitting was done at Love Bites Bakery that just opened in Montague Center (Batch made residential kitchen- orders).
- Conducted pre-operational walk through of 20 Masonic St. No permit application has been filed at this time so there isn't any paperwork to be completed. Eventually looking to become a commissary kitchen. Hope for opening to be by the end of this year/early next year.
- Issued cease and desist order for operating a food establishment without a license at Between the Uprights and Brick and Feather Brewery. They will obtain these permits coming up, as they serve draft beers/mixed drinks which qualify as food.
- Two denied applications for ADU's at 12 Sunderland Rd and 390 Millers Falls Rd. One was approved at 42 Dry Hill Rd.
- Met with John Zellman to coordinate storage of PPE at TFHS as well as Judith Lorei from Cemetery Commission.

*Rachel Stoler **Motioned** to accept the Director's Report. Seconded by Michael Nelson. **Motion passes.***

Stoler– aye, Nelson – aye and Zamojski– aye

Nurse Report:

- Brittany is working on fall flu/covid clinic(s) and met in the Annex with Robin to discuss feasibility of office hours (hoping to start next month).
- Brittany has bi-weekly meetings with the state and FRCOG Meetings.
- MAVEN Report and Narcan Training

*Rachel Stoler **Motioned** to accept the Nurse's Report. Seconded by Michael Nelson. **Motion passes.***

Stoler– aye, Nelson – aye and Zamojski– aye

Animal/Barn Inspector Report:

- This month two dog bite incidents/one may result in dangerous dog hearing, other resulted in quarantine.

*Rachel Stoler **Motioned** to accept the Animal/Barn Inspector Report. Seconded by Michael Nelson. **Motion passes.***

Stoler – Aye, Nelson – aye, Zamojski – Aye

Discussion: Valley Health Regional Collaborative:

- With this grant, relevant software was purchased for everyone, and iPads were shipped out last week. Software for the collaboratives will be downloaded for everyone (continuity). Expecting to receive them within a week or two- bill has been paid.
- Hired shared inspector Gina McNeely.
- Approval for Health Agent who will assist health inspectors. Health Agent will concentrate on social services.
- Shared clerk will concentrate on grant opportunities.
- Athena to track reports and measurables- will report out monthly minutes.
- Meghan is overseeing nursing services and will outreach through clinics.
- Monthly Steering Committee Meetings.
- DPH- First objective is to meet more standards for food protection and environmental health. Shared Service Staff are expected to communicate with everyone and assess needs of the town.
- Encouraged to join Pioneer Valley Tobacco Coalition- Tobacco Control Board. To expand tobacco prevention/treatment. Jennifer Hoffman to facilitate.
- Met goals for MAVEN performance standard.
- Adopting and working on BOH regulations- Ex: Trash regulation that has not been updated since 1989. Ryan to compile BOH regulations to distribute.

Discussion: Cemetery Commission

- Follow up from last meeting regarding steps moving forward for the burial coordinator position/paying for the position and where the burial commission “sits.”
- Research has not been completed regarding the position. May not be appropriate to house this at the BoH. Commission was an appointed position by the Selectboard.
- Long term goal of the town to take over the cemeteries/maintenance as it has been in the past (was handled by DPW regarding maintenance).
- Running two active cemeteries- if there weren’t volunteers, it needs to be determined who would handle responsibilities of the cemeteries.
- Discussion of Selectboard or Town Clerk to address responsibilities of the Commission moving forward. Discussion of third position in the Town Clerk Office which may be able to oversee this if adopted.
- BoH does not have explicit authority over cemeteries, only environmental concerns.

Discussion: Food Service Establishment Licenses for Bars/Breweries

- Based on food code, alcohol has never been an exception, so a license will be required for establishments serving alcohol that is time/temperature controlled and/or not pre-packaged.
- One permit is needed if only serving alcohol but then decide to serve food down the road- BOH to be notified of this change however (health director can waive food protection manager and allergen awareness certifications).
- Ryan researching establishments in town that will need to be permitted moving forward.

*Rachel Stoler **Motioned** to waive fee for food service establishment licenses for bars/breweries for the remainder of 2023. Seconded by Michael Nelson. **Motion passes.***

Stoler– Aye, Nelson – Aye and Zamojski– Aye

Discussion: Appointment Term of Director of Public Health

- Board discussed annual appointment of Director and discussed changing the appointment timeframe from one year to three years from Ryan’s date of hire (May 8th 2023).
- Board discussed potential for annual review of the director.

*Rachel Stoler **Motioned** to direct Melanie Ames-Zamojski Chair of the Montague Board of Health to address the appointment letter for Ryan Paxton for the term of May 8th 2023 through May 8th 2026 to the Town Clerk. Seconded by Michael Nelson. **Motion passes.***

Stoler– Aye, Nelson – Aye and Zamojski– Aye

Discussion: Appointment of Administrative Assistant

- Board members discussed the appointment of Mackenzie Salls as Administrative Assistant to the Board of Health with a start date of October 2nd 2023.
- Anne will assist in training for the remainder of October.

*Rachel Stoler **Motioned** to approve the hiring of Mackenzie Salls for Administrative Assistant for the Health Department to start on October 2nd 2023. Seconded by Michael Nelson. **Motion passes.***

Stoler– Aye, Nelson – Aye and Zamojski– Aye

Discussion: Topics Not Anticipated

- Ryan mentioned to Board of Health Members that there are courses available through Boston University (Local Public Health Institute) to help in knowledge and training of Board of Health policies and procedures.
- Look into CHO certification in the future.

Meeting adjourned: 6:13 PM

*Rachel Stoler **Motioned** to adjourn the Board of Health meeting. Seconded by Michael Nelson. **Motion passes.***

Nelson – Aye, Zamojski – Aye, Stoler – Aye

Approved by: _____

Date: _____

Documents:

August Minutes

Director's Report

Nurse's Report

Animal/Barn Inspector Report

Valley Health Regional Collaborative Materials