



# Town of Sandisfield

Board of Health

66 Sandisfield Rd, Suite 5

Sandisfield, MA 01255

## Sandisfield Board of Health

### Meeting Minutes

Wednesday, June 14, 2023 @ 5:30 pm

Old Town Hall, 3 Silverbrook Rd, Sandisfield

**BOH Members Present:** Steve Rubenstein, Brigitte Ruthman. Keith Larson arrived at 5:35pm.

**Other Present:** Jayne Smith (Agent), Ronald Pachulski (Community Member)

Meeting called to order @ 5:30pm

#### Administrative

##### 1. Reorganization of the Board of Health

- **Welcome New Member Brigitte Ruthman** – Brigitte shared her interest in the Board of Health.
- **Acknowledgement of Kim Spring's 10 years of service to the Sandisfield BOH:** A motion was made by Steve Rubenstein to acknowledge Kim Spring's 10 years of service to the Sandisfield BOH. Brigitte seconded the motion. Motion Passed 2-0 (Keith Larson was absent at that time). Jayne stated she would have something for the BOH at the next meeting for them to sign. Brigitte suggested also having the Board of Selectman to also sign the acknowledgement.
- **Board of Health Reorganization:** Election of Chair, Vice Chair, Clerk- postponed until Keith arrived and all BOH members would be present. Keith Larson returned at 5:35pm and the BOH went back to this item at 5:40. **Steve R nominated Keith L. as BOH Chair, Brigitte R. is vice chair and Steve R. as clerk. Brigitte R. seconded the motion. Motion passed 3-0**

**Clerk:** Jayne explained that Kim Spring has done minutes in the past and that it is outside of the scope of what the SBPHC is able to provide. She presented 3 options for how minutes can be generated:

- 1) Hire an outside person using the budget for administration currently in the budget (over \$1500 in budget).
- 2) Look at having interns do meeting minutes through APHC.
- 3) Have BOH members generate the meeting minutes.

The BOH members felt it was more work than the BOH members have signed up to do. They wondered if there was anyone in town who would want to do the minutes. It was agreed that Kim S. likely is looking for a break from this responsibility. Jayne said she would reach out to APHC to see if they are interested in doing minutes and keep the line item for doing the budget. Keith L. made a motion for us to reach out to APHC to see if they will do the minutes and if does not look like it is going to work out the BOH will try to find someone locally to do the minutes. Brigitte seconded the motion. Motion passed 3-0.

## 2. Approval of 4/3/23 BOH Meeting Minutes

**Keith L. made a motion to approve 4/3/23 BOH Meeting minutes. Steve R. seconded the motion. Motion passed 2-0.** (Brigitte abstained since she was not present).

### New Business

#### 1. Southern Berkshire Public Health Collaborative

- **Discussion on Online Permitting for BOH- Full Circle Technology PermitEyes 2020:** Jayne described that online permitting will help streamline operations in the BOH office. SBPHC will pay the initial setup and first year (\$4000 approx) but that the BOH would need to budget for the program for future years (about \$1620). There was some concern by members that the cost for online permitting was so high and asked about other programs. Jayne replied that Full Circle is the same as the building department as well as most other towns in South County, including New Marlborough, Otis and Monterey. **Brigitte made a motion to approve pursuing the online permitting process. Steve seconded the motion. Motion passed 3-0.**
- **Discussion of FY24 Work Plan:** The 12 towns that are part of SBPHC each have a representative that attends. Steve R. is the representative for Sandisfield. SBPHC has put a workplan into the State that would include a Shared Agent and a Community Health Worker. Jim Wilusz is negotiating with Jonathan Sylbert to determine what Sandisfield needs to adequately support their Board of Health options. The DPH is clear that there is no supplanting of funds because they want to enhance and not tear down the Board of Health capacity to provide public health services to towns.

Steve asked if there is a program that is going to require state regulations for wells. Jayne replied that the BOH are generally supportive of the regulations except that they represent an additional unfunded mandate, which will be on ongoing discussion.

- **Discussion of proposed SBPHC vaccine clinic:** There is a fall vaccine clinic scheduled for Oct 4<sup>th</sup>, 11am – 1pm with the location to be determined. There was an issue with people not registering for the 2022 vaccine clinic and so we are going to heavily advertise the need for preregistration. It was recommended to have the registration information in the Sandisfield Times and at the transfer station.

Anina Carr requested that this year's clinic be held in the COA at the Town Hall. The BOH decided to have the clinic be held in the COA at the New Town Hall, 66 Sandisfield Rd, Sandisfield and to put a note on the 3 Silverbrook Rd Old Town Hall road for anyone who gets confused.

- **Community Priority Assessment Exercise:** There will be an assessment in the future to identify what the needs are of the towns.
- **Discussion of approved FY24 BOH Budget:** The BOH looked at a FY24 Sandisfield BOH Budget and noted the clerk line item, which will remain available to ensure resources to have minutes provided. The payment for the SBPHC Agent services will come out of the line item for sanitarian as a lump sum instead of hourly (like it is right now). The supplies budget will allow the BOH to buy ink and office supplies. The lump sum public health nurse line item will stay the same as historical budget, providing blood pressure clinics, vaccination clinics, car seat fitting program, MAVEN, etc.

2. **Discussion of Special Permit Application** (possible additional comments to agent letter)  
158 New Hartford Rd: Adding garage to enter into original non-conforming structure. Jayne read the response that she, as the agent, had sent out earlier and asked the BOH to confirm. **Brigitte R. made a motion that they have no objection to the special permit application as long as it there is no increase in flow. Steve R. seconded the motion. Motion passed 3-0**

## Old Business

### 1. Agent Updates

- **Housing Update:** Jayne relayed to the BOH that there are three places in Town that the BOH has been asked to address.
  - **W Hubbard Rd:** Jayne relayed progress that there was a district court hearing where the owner was ordered to vacate the trailer and there was a follow up hearing that the Town was not aware of where she declared she is not living on the property. On the BOH end, Jayne is working with the new code to get out a inspection request based on the new code where everything is documented. The BOH recommended that Jayne have the public safety officer during the inspection. Jayne discussed some different options with the BOH based on whether the Agent is let in to inspect. If violations are found that are not addressed then the BOH would have a hearing to discuss next steps for the property. There was concern that this is going on so long. A notice of inspections has been drafted and will be delivered appropriately and the BOH will be forwarded the official notice of inspection letter.
  - **Dodd Rd:** This has been identified as a priority due to several people living there and the property and residence being in disarray, with strewn garbage, no sewer.
  - **West St:** The Town Manager has agreed to not prioritize this property at this time.

The BOH indicated that they wanted the Agent to be careful going on these inspections. Jayne commented that the Town of Sandisfield has a lot of properties that are out of compliance and that there needs to be a coordinated effort to prioritize addressing the properties. Delays include the adoption of the new revised housing code. Jayne explained the process of housing court.

### 2. BOH Member Updates

### 3. Topics Not Anticipated by the Board

4. **Next Meeting: July 12<sup>th</sup> @ 5:30pm** (Second Weds of every month @ 5:30pm)

**Steve R. made a motion to adjourn the meeting. Keith R. seconded the motion. Meeting adjourned at 7:06pm.**