



**Board of Health  
Town of Southwick**  
454 College Highway, Southwick, MA 01077  
Phone: (413) 569-1212 Fax (413) 569-5284

## **MINUTES January 4, 2024**

OPENING: The regular scheduled meeting of the Board of Health opened at 6:00 p.m.

### **Members in attendance:**

Sue Brzoska - Chairperson  
Dr. Terry Putnam - Member  
Mikenzie Cain - Vice-chairperson

### **Town Staff:**

Tom Hibert - Health Director  
Meghan Lightcap - Board of Health Administrative Assistant  
Tricia Sedelow - Public Health Nurse

**Members of the Public:** None

### **PUBLIC COMMENT**

There was no public comment.

### **MINUTES**

Ms. Cain made a motion to accept the minutes from December 7, 2023 and to include the Nursing Reports. Ms. Brzoska seconded the motion. The roll call vote was unanimous in favor to approve.

### **PUBLIC HEALTH NURSES' REPORTS**

Refer to the attached December 2023 nursing reports.

### **DISCUSSION**

Fats, Oils & Grease Regulation – Mr. Hibert spoke with the former Health Director, Tom Fitzgerald about these proposed regulations. Mr. FitzGerald's biggest concern was who would do the inspections and enforcement. Mr. Hibert and Ms. Brzoska were concerned about the same issues, especially the section that stated the BOH would bill the establishment for inspections performed by an outside inspector. Mr. Hibert will add these regulations to the next agenda. He wants to ask other towns if they have similar regulations and how they are enforced.

Frozen Dessert License and Establish Fee – This license used to be issued, but it was eliminated when a past Health Director revised the fee schedule. Mr. Hibert wants to reinstate this license per M.G.L. regulations. The Board will send this application out with all other applications at the end of the year. The M.G.L. says the license should be issued March 1<sup>st</sup> and expire the following February 28<sup>th</sup>. The Board members voted to charge a \$25 fee for the license. Mr. Hibert said he would mail the application and M.G.L. information to the 3 affected businesses in Town.

2024-2025 Budget and the Board of Health Town Report - Both are due the beginning of February. The Operations budget will be level funded. Mr. Hibert will work on the Town report.

Renewal Applications Update – Mrs. Lightcap said so far she had processed all applications except for Pasticceria, the Rec. Center, Dollar Tree and the two tanning salons. Gristmill Café needs a choke certification, the Southwick Inn needs all three certifications and The Hilltop and Mrs. Murphys had delinquent bills.

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## **HEALTH DIRECTOR'S REPORT**

### **Disposal Septic System:**

- 40 Birchwood Road – A percolation test was done, the repair plan was approved, the final inspection conducted and the COC issued.
- 58 Hastings Road – A COC was issued.
- 110 Summer Avenue – A repair was done and the final inspection was done.
- 173 College Highway – A repair and final inspection were done and a COC issued.
- 5 Pine Knoll - A repair and final inspection were done as well as a COC issued.
- 3 Gargon Terrace - A percolation test was done, the repair plan approved, a final inspection was done and a COC issued.
- 72 Granville Road - A repair percolation test was done.
- 48 Birchwood Road- A repair percolation test was done.

### **Housing Inspection:**

- 80 Bungalow Street – Mr. Hibert said the issues at the home are progressing. The heat is not yet restored but in progress.

### **Food Service Inspection:**

- Mr. Hibert said there were no inspections.

### **Western Hampden County Public Health District Updates:**

- Part-time Public Health Nurse – The new nurse, Maryann Demings, starts Monday, January 8<sup>th</sup>. Tricia Sedelow will do training.
- Shared, Service Coordinator – Mr. Hibert said there were 8 applicants with 3 that were qualified for the position. The 3 applicants were interviewed and one was chosen. After a second interview, an offer of employment was made. The possible candidate is meeting with the Assistant Chief Administrative Officer to discuss benefits before a decision is made.

## **MEETINGS**

- PHE Grant Meeting – The next meeting is January 16<sup>th</sup>.
- OSHA Training – Mr. Hibert is currently training. The training sessions are free and provided by the Town's insurance company.

Next Meeting - February 1, 2024 at 6:00 p.m.

**ADJOURNMENT**

Dr. Putnam made a motion to adjourn the meeting at 7:41 pm. Ms. Brzoska seconded the motion. The roll call vote was unanimous in favor.

Respectfully submitted,  
Meghan Lightcap  
Administrative Assistant Planning Board/Board of Health

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Tom Hibert, Health Director

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Sue Brzoska, Chairperson

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Dr. Terry Putnam, Member

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Mikenzie Cain, Vice-Chairperson

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Date

## Monthly Report Tricia Sedelow PHN

Southwick, Granville and Tolland

January 2024

### Southwick –

Food pantry meetings monthly and 4<sup>th</sup> Wednesday of every month assist with distribution

Monthly blood pressure clinics at Depot Court through the housing authority

Health Advisory Meeting at the Powder Mill School

Interviews for Shared Service Coordinator

Elms students started at the Senior Center on January 24 for 12 weeks.

### Tolland –

Coffee hour with seniors at the public safety complex twice a month and blood pressure clinic monthly

Each month I create a list of events and activities at Southwick Senior Center to post on the Tolland website

### Granville –

Blood pressure clinics held monthly at town hall

Each month I create a list of events and activities at Southwick Senior Center to post in the Country Caller via the Town Administrator

Other (for all towns):

MAVEN cases, DPH webinars, MAPHN Meeting monthly, research health information, up to date articles, NAACHO website/emails, and programs for towns

Shared Services Meeting each month via Zoom

### ***COVID-19 Surge Appears to be Receding***

According to [recent data](#) from the Centers for Disease Control and Prevention (CDC), the surge in COVID-19 cases that began at the start of cold-weather season appears to be subsiding. CDC reported a peak of 36,339 new hospital admissions during the week of January 6, which fell to 32,861 during the week of January 13 marking the first decline in hospitalizations since mid-November. The U.S. did, however, see a 10 percent increase in deaths from the prior week. This metric often lags behind case rates, [according to experts.](#)

### **Percent vaccinated this season**

	Covid-19 fall vaccine	Influenza fall vaccine
0-17 years	11.0%	47.5%
18-49 years	12.3%	35.6%
50-64 years	25.2%	49.4%
65+ years	40.9%	73.0%

January

(no longer including COVID numbers in this list)

Southwick

Influenza – 39

Granville

Influenza - < 5

Tolland

None

Blandford

Influenza - < 5

Montgomery

Influenza - < 5

Russell

Influenza – 11

Lyme - < 5

## **January 2024**

Onboarding at Southwick Office with Tom and Tricia

Training with Tricia to include membership in key PH organizations, online resources, enrollment in key PH organizations/publications/webinars, as well as day to day tasks.

MAVEN Training – complete but only recently gained access – Tricia will report numbers for all towns for January, I will report on Blanford-Russell-Montgomery beginning in February.

Stop the Bleed Training – completed didactic to complete skills in February.

1/30/24 attended MA PHN Assn Public Health Nursing Guide to Emergency Preparedness and Response Webinar

### **Blanford:**

- Met with stakeholders including Jennifer Public Health Agent, Margit COA Director, Nicole Library Director and Pat L EMT who does outreach for the town.
- Attended January COA Breakfast with BP clinic.
- Posted heart health materials for February (AHA Heart Health month) and Cold stress/hypothermia fact sheet at BOH and COA; Hand hygiene board to Library with interactive Black Light activity for children.
- Created survey and placed in town hall for BOH and COA and at the library around topics of interest and best times for programs.
- Early discussion around possible Health Fair in the Spring.

### **Russell:**

- Met with stakeholders including Carrie COA Director and Dawn Library Director.
- Attended MOWs COA luncheon and exercise class with BP Clinic.
- Posted heart health materials for February (AHA Heart Health month) at COA.
- Posted Hand Hygiene board in Library with info for prevention of cold exposure; will use black light for interactive activity in February.
- Cold stress/hypothermia fact sheet sent to local paper for February publication.

### **Montgomery:**

- Met with stakeholders including Renee at Town Hall and Library Director Paula.
- Attended Music in Montgomery with BP clinic.
- Updated Educational materials including Dementia Awareness and Cold stress/hypothermia fact sheet.