

Sudbury Board of Health Virtual Meeting

December 18, 2024

Attendees: Linda Huet-Clayton BoH Member, Susan Sama – BoH Member, Vivian Zeng – Health Director, Nina Lurie – Social Worker, Kirstin Wilcox – Social Worker, Kelli Calo – PHE Grant Coordinator, Shaun Jeffery – PHE Health Inspector, Olivia Dufour – Substance Use Prevention Coordinator.

10:00 AM: Open Meeting Law – Linda Huet-Clayton

10:01 AM: Public Comment - None

New Hires Introduced:

Shaun Jeffery – PHE Health Inspector. He has started work with the Public Health Excellence Grant and is currently working with state trainers on food inspections, septic plan reviews and septic inspections.

Olivia Dufour – Opioid Funds Substance Use Prevention Coordinator. Olivia will be working with the 7 communities who have contributed to the Opioid Fund Collaborative. She will be identifying areas in each community that are in need of programs to support the opioid crisis.

VOTE: Susan Sama motioned for Shaun Jeffery and Felix Garcia (state Trainer) to be appointed as Sudbury Health Agents for the next 3 years. Linda Huet-Clayton seconded the motion. Motion passed 2-0-0.

Public Health Nurse Update: Vivian Zeng

Reported Cases in Sudbury: 19 COVID. 4 Flu. Pertussis – The Health Dept. has been contacting health facilities to ensure that they are following state guidelines for those who are positive or untreated. Norovirus – Seeing an uptick in these cases. January and February are peak months.

Flu Clinics: have concluded.

BP Clinics: At Senior Center are ongoing. This month Katie and Social Workers conducted a clinic at Sudbury Housing to promote awareness of Health Department programs.

Heart Health Discussion: Katie Betts, Public Health Nurse conducted a discussion with Seniors at the Fairbank Community Center. More than a dozen residents attended and were engaged in the discussion.

Proposed Melanoma Screening for workers at Cavvicio Nursery this summer.

Social Worker Update – Nina Lurie and Kirstin Wilcox:

High Percentage of work is driven by the needs of Sudbury residents for the holidays. All organizations are contributing food, goods and gift cards.

Kirstin Wilcox attended MHOA (Mass Health Officers Assn) Conference in Springfield in November. She attended classes focused on community health and outreach.

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Health Director's Report – Vivian Zeng:

Events Attended by Health Department – Holiday Village, Caviccio's Health Day. Vivian thanked Katie, Nina, Kirstin and Brittany Gale for participating in these events.

Rob Lazo-Health Inspector: Leaving position on January 3rd. Thank you Rob for your hard work. The appointment of Felix Garcia will help ease the burden of septic inspections and plan reviews.

Budget: Vivian has worked with Victor Garafalo (Town Treasurer) to finalize the 2026 budget. Grants that have been approved will help to support Health staffing without using town resources.

Town Article – Create a PHE Revolving Fund: Sudbury is the Fiscal Manager of the Public Health Excellence Grant and is entitled up to 15% of the grant's \$447,000.00 annual budget, per year. In order to retain the funds that are not spent under the administrative line, it is proposed that a revolving fund is created in order to deposit any unused portion of the 15% into a revolving account for later use.

VOTE: Susan Sama Motioned to move forward with submission of Warrant Article titled, Establish PHE Revolving Fund, with final edits to be completed by Town Counsel for fiscal year 2026 and subsequent years. Linda Huet-Clayton seconded the motion. Motion passed 2-0-0.

Pools: Sudbury Swim and Tennis ongoing. Atkinson Pool has had ventilation issues. Fans have been installed to improve air quality. A new ventilation system is being looked into.

Food Safety: 2025 Food Permit Applications are coming into the office and are being processed. Vivian is looking into developing online applications to stream line the process of permitting. Two new establishments, Zayith Tapas and Bar and Pinspiration are working on submission of food plans and obtaining required certifications.

Septic: With Rob Lazo leaving as Health Inspector, we are tightening the workflow and reminding engineers and installers that turnaround time(s) of reviews and inspections will not be as quick as previously experienced. Again, Vivian is looking into developing online applications to stream line the process of permitting.

Health Needs Assessment Project: Susan Sama and Vivian Zeng met with the authors of the document with their proposed changes. An edited version will be resubmitted and reviewed at a later date.

DPW Renovation: Still ongoing.

Digitizing Applications for Permits: Vivian has started the process of looking into digitizing Food, Septic related and Trash applications to process permits.

Next Meeting Scheduled for Jan 21st

Meeting Adjourned at 10:45 AM