

January 18, 2024  
Sterling Board of Health Meeting  
Butterick Building, Room 205  
1 Park Street, Sterling, MA 01564

Meeting Minutes

6:00 PM Chairman Allen Hoffman called the meeting to order.

**Roll Call:** Allen Hoffman, Chairman – present  
Anne Marie Catalano, Member – present  
Richard Lane, Member - present  
David Favreau, Health Agent – present  
Elaine Heller, Administrative Assistant – present

**Attendees:** Don Brown, Janis Brown, Gail Hassett, Laura Ricci, Tim Hardy, Joseph King,  
Kirsten Newman, Richard Maki, Ben Cheslawski, and Maureen Cranson

**General Business Updates:**

**Approve Any Available Minutes: December `14, 2023 and January 4, 2024:**

A motion to approve the December 14, 2023 minutes, as written, was made by Catalano and seconded by Lane. After some confusion between the 12/14 minutes and the 1/4 minutes, Lane made a motion to revisit the minutes of December 14 and made a change to the wording. A motion to then approve the revised minutes was made by Lane and seconded by Catalano. Roll call vote: Lane - aye; Catalano - aye; Hoffman - aye. Motion carried.

Mr. Lane made a motion to approve minutes, as written, of the January 4, 2024 minutes and Mr. Hoffman seconded the motion. Roll call vote: Lane - aye; Hoffman - aye. Catalano abstained as she was not present at that meeting.

**DPH - Interagency Updates:**

According to Ms. Catalano, there are no updates other than the fact that hospitalizations related to respiratory illness continue to rise.

**Other Items:**

Mr. Hoffman mentioned a state tax credit available for failed septic systems. The amount cannot exceed \$4,000 per year, with a maximum amount of \$18,000 over 5 years. After discussion, it was agreed the administrative assistant will look online for the information, which will be posted on the town website, to include the link to the information.

**Appointments and Agenda Items:**

**Town Counsel Response to Mr. Lane's Questions on the BOH Regulation Adoption:**

The response will not be pursued at this time; the Select Board has requested that additional questions about the response be submitted to Town Counsel for further review.

**Discuss FY25 BOH Budget - Continuation from January 4, 2024:**

A suggestion was made by the Finance Committee that the Board tighten its belt on the budget. Hoffman stated that Mr. Handy, when making comparisons between the BOH budget and those of

comparable towns, gave inaccurate information as fees collected by the BOH were not included, only costs. These fees are turned back to the town's general fund. The estimated amount of revenue from fees is between \$50,000 and \$60,000 per year.

Mr. Hoffman did agree that the Board needs to review the budget line by line.

Mr. Lane stated he was unaware the Alternate Health Inspector does more than cover conflict of interest issues; the alternate inspector also fills in to do routine septic inspections, food establishment inspections, etc. The Health Agent noted the Alternate Inspector is averaging 8 hours per week, and is budgeted for 12 hours. The amount budgeted for his position could potentially be cut back by \$7500. No vote was taken at this meeting on the budget, as it had been voted at the prior meeting on January 4.

**Set Next Meeting Date:**

The next scheduled meeting of the Board is February 8, 2024 at 6:00 PM.

**Adjourn:**

A motion to adjourn was made by Catalano and seconded by Lane. With all in favor, the meeting adjourned at 7:17 PM.

Materials: Minutes; Budget Worksheet