

February 15, 2024  
Sterling Board of Health Meeting  
Butterick Building, Room 205  
1 Park Street, Sterling, MA 01564

Meeting Minutes

6:00 PM The meeting was called to order by Chairman Allen Hoffman.

**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:** Laura Ricci, Don Brown, Janis Brown, Harold Schonbeck, Tim Hardy,  
Rosanne Mapp, and Ben Cheslawski

**General Business Updates:**

Approve Any Available Minutes: January 18, 2024

A motion to approve minutes, as amended, of the January 18 meeting was made by Catalano and seconded by Lane. Roll call vote: Catalano – aye; Lane – aye; Hoffman – aye. Unanimous vote.

Health Agent Report: Rabies Clinic 3/30/2024 VCA Clinton Road:

The Rabies Clinic, hosted by the Animal Control Advisory Board and held at the VCA Clinic, will be held on March 30, 2024.

The Health Agent is scheduled to attend three seminars: February 21, February 29 and March 7.

Mr. Favreau advised that Emma Massa, the Board of Health Animal Inspector, is resigning effective March 1, 2024. She has accepted a full-time position with benefits. The Health Agent recommended the Board advertise for a replacement for this position. Mr. Favreau will e-mail a description of the duties and functions performed by the Animal Inspector to the BOH members.

Signatures Required: None

DPH – Interagency Updates: None at this time.

**Appointments and Agenda Items:**

Attorney General – Open Meeting Law Determination:

Chairman Hoffman summarized the findings of the Attorney General. During Public Session, Rosanne Mapp read the findings, which stated the Board did violate the Open Meeting Law by deliberating via email outside of a meeting and ordered immediate and future compliance with the law's requirements. In addition, the AG ordered all members of the Board to attend a webinar training on the Open Meeting Law within 60 days of the determination. Mr. Hoffman noted all Board members will comply with the requirement of the webinar training.

**Discuss FY25 BOH Budget:**

According to Health Agent Favreau, the proposed FY25 budget shows a \$12,253.00 savings, due to a reduction in hours for the "BOH Wages" line item.

He is asking for \$450.00 to reprogram radios to be on the same frequency as the Fire and Police radios. This additional expense does appear on the FY25 budget worksheet.

Mr. Favreau's concern with the reduction in hours noted above is what happens "if" there is an occurrence that would require additional hours, such as another pandemic-type situation as recently encountered during the Covid pandemic.

A motion to approve the revised budget request of \$169,397.00 was made by Hoffman and seconded by Catalano. Roll call vote: Hoffman – aye; Catalano – aye; Lane – aye. Motion carried.

**Health Agent Evaluation:**

Mr. Hoffman read the trainings Mr. Favreau attended in the last year, a total of 5. Mr. Hoffman and Ms. Catalano then read their evaluation comments and objectives. Mr. Hoffman suggested the Health Agent keep a record of all off-hour activities relating to his position.

After the review, Sterling resident Rosanne Mapp gave a shoutout to the Health Agent for the work he does for the town.

**Public Session:**

Rosanne Mapp thanked Mr. Hoffman for his many years of service on the Board and requested that he resign as Chairman of the Board. Mr. Hoffman declined.

With conflicting opinions, resident Tim Hardy and Chairman Hoffman had a discussion about the necessity of the observation hole regulation.

The next meeting is scheduled for March 14, 2024 at 6:00 PM in Room 205.

**Adjourn:**

A motion to adjourn the meeting was made by Catalano and seconded by Lane. All members were in favor and the meeting adjourned at 7:13 PM.

Materials: Minutes; OML determination; FY25 revised budget