

**TOWN OF STURBRIDGE, MA**  
**BOARD OF HEALTH**  
**May 23, 2023**

**Meeting Called to Order: 1:00 PM**

**Quorum Check:** Confirmed

**Members Present:** Linda Cocalis (LC), Richard Volpe (RV), Dr. Louis Fazen (LF)

**Members Absent:** None

**Others Present:**

Kenneth B. Lacey, Jr. (KL) Health Agent

Laura Sherris (LS) Health Department Administrative Assistant

Emily Quinn (EQ) Health Inspector, Charlton Coalition for Public Health

**1:00 PM** – Meeting called to order.

**1:00 PM – New Business – Office, budget, and Town Meeting discussion** – all review fee income information presented by LS comparing calendar year 2022 fee income to calendar year 2023 fee income after the fee schedule update in September 2022. KL, LC, LF, and RV discuss the annual budget preparation process. KL states that the requested increase in administrative assistant weekly hours from 25 to 35 was submitted in the proposed Board of Health (BOH) budget but was not added to the presentation submitted by the Town Administrator to the Finance Committee (FinCom); since the hours were not included in the submission to FinCom, they are unable to officially consider the matter. LC, LF, and RV discuss the potentiality of raising the issue on the floor during the Annual Town Meeting on June 5, 2023.

**1:52 PM** – LC motions to support an additional 10 hours for administrative assistant support for Fiscal Year 2024; RV 2<sup>nd</sup>. AIF: LC, LF, RV; unanimous.

**1:54 PM** – All discuss roles and tasks assigned to the Health Department administrative assistant.

**2:16 PM – New Business – CCPH new hires** – KL introduces EQ, who has been hired by the Charlton Coalition for Public Health (CCPH) as a regional health inspector. EQ provides information about her background and anticipated regional tasks.

**2:24 PM** – LC motions to appoint Emily Quinn as a health inspector in the Town of Sturbridge through the Charlton Coalition for Public Health; RV 2<sup>nd</sup>. AIF: LC, LF, RV; unanimous.

**2:25 PM – Other Topics** – LF states he would like to discuss the landfill, particularly regarding how to justify keeping it open. LC and RV discuss previous inquiries into landfill maintenance which showed that the cost to taxpayers for town-wide contracted trash hauling would be prohibitively high. All discuss logistics around landfill closure and associated long-term responsibilities. KL states that he will be meeting with FinCom in August to present landfill information and will update the Board with further information after that discussion.

**2:52 PM** – LC motions to adjourn the meeting; RV 2<sup>nd</sup>. AIF: LC, LF, RV; unanimous.

Respectfully submitted,  
Laura Sherris  
Health Department Administrative Assistant