Lee, MA 01238

45 Railroad Street Tel: 413-243-5540

Lee, MA 01238-1694 Fax: 413-243-5542

 Email: info@tritownhealth.org

**TRI-TOWN HEALTH DEPARTMENT**

**Lee - Lenox – Stockbridge**

***Tritown Board of Health Quarterly Meeting Minutes: January 13, 2020 7:00 p.m.***

**In Attendance**:

**TTHD**: Jim Wilusz, Zachary Roberts

**TTBoH**: Charles Kenny, Carissa Vincent, Robert Wespiser, Hank Schwerner, Diane Romeo, Rae Williams, John Kearns, JoAnn Sullivan

**Public**: Evan Triantafiliois (Berkshire Record)

**Documents:** Agenda, Minutes 6/10/2019, Current Subcommittee Assignments, Proposed Budget Summary, Budget Charts & Data Packet

1. **Meeting called to order at 7:00 p.m.**
2. **Public Comment Section**
	1. No public comments.
3. **Introduction of new members**
	1. JoAnn Sullivan – Lee Board of Health
	2. Rae Williams – Stockbridge Board of Health
4. **Approval of Minutes**
	1. Hank Schwerner motioned to approve the minutes.
		1. Charles Kenny seconded the motion.
		2. The Board voted unanimously to approve the motion.
5. **Nomination of TTBoH Chair**
	1. Jim Wilusz provided a summary of responsibilities of the chair and of the roles of the three subcommittees (Finance, Policy, Personnel.)
	2. The Board discussed the nomination of the chair and their subcommittee preferences.
		1. Joanne Sullivan will take Robert Wespiser’s role on the Finance Subcommittee in Lee.
		2. Robert Wespiser will take Carisa Vincent’s role on the Policy Subcommittee in Lee.
		3. Carisa Vincent will remain as Chair and remain in her role on the Personnel Subcommittee.
		4. Diane Romeo will take Marie Feder’s role on the Finance Subcommittee in Lenox.
		5. The vacant role on the Stockbridge Personnel Subcommittee will remain vacant and be filled following elections in May.
	3. Charles Kenny motioned to approve the subcommittee changes.
		1. Robert Wespiser seconded the motion
		2. The Board voted unanimously to approve the motion.
6. **FY21 Draft Operating Budget**
	1. Jim Wilusz provided a summary of the draft budget and rationale for any line item increases. Increases are related to new growth, technology and COL. There are a number of projects within the community that are in various stages of planning/construction that will directly affect departmental costs/revenue.
	2. Tri Town financial forecasts have been on target for 3+ years. The Department is anticipating at least $8,000 in new growth during FY21. Between FY18 and FY19 the district revenue grew by an average of 75%.
	3. Permit numbers are stable with minor fluctuations.
	4. Overall the budget aligns with department forecasts. The total budget increase spread among the three towns is 3.4%. Lower than the previous year’s increase.
	5. The Board reviewed and discussed the proposed budget. Jim Wilusz and Zach Roberts provided clarification to any questions the Board members had.
	6. Charles Kenny motioned to approve the Draft Operating Budget.
		1. Diane Romeo seconded the motion.
		2. The Board voted unanimously to approve the motion.
7. **Departmental updates**
	1. Jim Wilusz provided a summary of new laws and regulations passed by the state and federal government regarding vaping.
		1. Jim Wilusz and Zach Roberts shared with the Board the impact of new laws and regulations within the Tri Town District.
			1. Establishments in the District were receptive. Calls received from establishments were positive efforts on their part to ensure that they were meeting compliance.
8. **Meeting Adjourned at 7:48 p.m.**