



**CITY OF AMESBURY, MA
BOARD OF HEALTH
MEETING MINUTES
May 15, 2025**

RECEIVED
By City Clerk at 11:13 am, Aug 20, 2025

APPROVED: 8/19/25

Virtual Meeting called to order at 6:38pm.

Roll Call Attendance: Ann McKay, Chairman; Robin Beeley; Dan McQueen

Staff: Jim Wilson, Dir. of Inspectional Services; AnnMarie Casey, Chief of Staff, Deb Ketchen, Inspector

MEETING MINUTES OF JANUARY 7, 2025. Motion by Ann to approve, seconded by Robin, Unanimous.

FUTURE MEETINGS

Future meetings have moved from Thursday evenings to Tuesday evenings. Meeting time will be 6:30pm, virtual, on the 3rd Thursday of the month. Motion by Ann to accept the Year 2025 meeting calendar, seconded by Dan, Unanimous.

STAFF UPDATE

1. Deb Ketchen, Amesbury Health Agent

- 1 failed and 4 passed septic reports
- Several complaint inspections*
- 3 Abandoned property investigations
- Seasonal Mobile & pool inspections
- Restaurant inspections

2. Collin Schaefer, Regional Health Inspector, Merrimack Valley Public Health Alliance (MVPHA)

- Hired March 2025
- Job shadowing with Deb
- Training – housing, food, pool operator, soil evaluation

3. Jim Wilson, Inspectional Services Director

Jim reports that RatTrap contracted him about their contract that expires in June 2025. We will be investigating local companies to provide service if the Board wishes to continue. Currently, 5 traps are placed in municipal buildings, and they are serviced by personnel from New York.

Ann questioned why there were only 5 traps when originally there were to be 11. Robin states that it was the Board's direction to pull back to keep the contract under \$10k, and to keep in municipal buildings only to see if we liked the traps.

Ann reiterates that the Board would like to have a company that is humane and chemically safe for the environment to provide traps. She also thought we were to receive monthly updates/reports, but no one has received this information on a regular basis.

Ann asks if we still have a need for traps and both Jim and Deb feel the need was present during COVID but seems to have dissipated to a degree. The Board has asked Collin to contact other communities under the PHE Grant to see if they have a need for services. The Board will be updated at the June meeting.



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4. Pam Palumbo, Regional Public Health Nurse, Merrimack Valley Public Health Alliance (MVPHA)

- Working on onboarding documents
- Administrator for 4 communities so far for MAVEN
- Met with Council on Aging
- Received CLIO waiver
- Can move forward with A1C testing (3-month sugar test for diabetes)
- Working on Lake Gardner Day – providing tick socks, insect spray, sunscreen
- CPR Certification in June

5. Karen DeCampo, Amesbury per Diem Health Nurse- MAVEN reporting

Karen reviewed the MAVEN reporting with the Board. Karen stated that this was the worse flu season in 15 years. The vaccine was about 50% effective.

6. Erika Syoku & Cynthia Baker – BME listed the following grant accomplishments.

Total grant award for each fiscal year for Amesbury is \$486,497.32. The grant ends in Fiscal Year 2027.

- A recent purchase of Relevant software was made to assist inspectors in each supporting community.
- Funded branding materials for the coalition
- Invested in credentialing opportunities for coalition participants
- Coordinated procurement of critical supplies for nursing and inspections
- Hired a Regional Inspector and Regional Health Nurse
- Developed a PHE website
- Completed intermunicipal agreements

Goals for next fiscal year are: Incorporate public health services data into work plan action items / Hire additional support staff for purchasing, emails, phone calls / Investigate new grant funding.

8. Ann Marie Casey – Chief of Staff

The City Council voted on an administrative order presented by the Mayor to reorganize the Health Department into the Department of Public Wellness. This will allow public health personnel and regional health personnel to work under one department. This department will continue to work with the Inspectional Services Department in some capacity, but the new department will be run by Courtney Hutchinson who is the Asst. Dir. & Licensed Social Worker at the Council on Aging. The opioid settlement funding and Asian populations grant will be moved to the Dept of Public Wellness.

OTHER

The Board voted unanimously on a budget for Summer Public Health Education Events at Lake Gardner and Kids Day in the Park.

Motion to Adjourn by Ann – seconded by Dan – 7:53pm