

BOARD OF HEALTH

CHARLES E. SHEPARD MUNICIPAL BUILDING

48 High Street • P.O. Box 478 • Warren MA 01083-0609 • Tel. 413- 436-5701 Ext. 112

Minutes from the Board of Health meeting held at 4:00 pm. Tuesday January 20, 2026.

Place: Warren Senior Center - 2252 Main St. West Warren, MA 01092

Present: Daniel Thibodeau, James McKeon, Travis Baker, Jessica Clarke, Tessa Obuchowski, Joan Hammett, Jeanna Stewart - Village Market, Jermeiy Olson - Highway Surveyor, Erin McMurray.

DT called meeting to order at 4:02 PM

1. **Call Meeting to order**
2. **Roll call** - Daniel Thibodeau, James McKeon, Travis Baker, Joan Hammett, Jeanna Stewart Village Market, Jermeiy Olson, Tessa Obuchowski, Jessica Clarke.
3. **Jermy Olson – Highway Surveyor to discuss about using back land at the landfill for the highway department.** – Several years had issues with dealing with debris and no available property where they are able to dispose of Bio debris. Looking to identify a property to set up a site to be able to hold Bio debris from storms etc. down trees to be able to then grind down all trees. Access from the back of the Transfer station was found connected by Crouch Road and he feels it's an ideal location. Only the town would have access to the site. He states there is a real need for an area like this and without one at this time the Town will be paying a good amount of money to get rid of it through someone else. That area is overgrown right now. There is no interest in having to go through the transfer station, it would be completely separate access. The town already has 50ft right of way directly from the road into the area, and highway could create a fence and clear it along with adding a gate. DT asked about the noise associated with this in concern for the neighboring properties – Jermeiy said there would be noise from a grinder for a day or two during the day but otherwise it would be trucks on occasion to store organic material and process of it once its built up enough. DT asks about the generation of heat from the process of the wood – Jermeiy states there are many things that can be done along with trucks grinding and taking it away at the same time, but it will be taken care of or even given to residents at no cost or have the ability to use it throughout the town as needed. DT requests Jermeiy look into this site through other departments such as planning and zoning. DT feels there shouldn't be a reason to deny this request but will need to check with planning and get the input from residents closest to the property. JM asks what the base of the site would be – Jermeiy said Gravel but erosion fencing and proper swales will be added to be sure everything is stable. Travis recommends checking with conservation also, Jermeiy said that's on his list too but needs to start somewhere.
4. **Tobacco Control Alliance – DOR issues with a local license- Joan Hammett here –** October 21, 2025, Jodie went in to do an annual inspection no DOR license was posted. Jodie looked up on the inspectors iPad for the DOR license 2024-2026 license. All licenses are issued in September of the even year. Retailer shows admin that they have a DOR, and the local permit is issued off the DOR. Jeanna contacted the office for the DOR – Three business days are given to show proof of DOR, DOR was contacted and they didn't have any proof of her being licensed 2024-2026. Joans' discussion with Office of DOR had a glitch she should



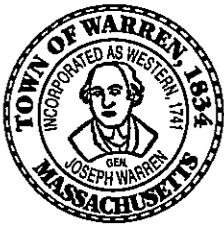
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still be in the system, but it wasn't. This one that was submitted is not a valid DOR license. At that time Tobacco was taken off the shelf – initially the local permit was issued off good faith that the DOR submitted was valid. Joan stated to Jeanna that she needs to prove where this DOR submitted came from. Jeanna needs to speak to the board on where the DOR license she submitted came from now that the local permit isn't valid. Jeanna said the accountant did the licenses, but he passed away about 6 months ago. Jeanna believes it's a clerical error. Never has she had Crossroads along with Village Market on one DOR– Unsure how it's happened. Crossroads is her other store. Jeanna believes information got crossed through DOR – she was closing crossroads at the same time that permit was getting issued. Joan has extensive messages – accountant was fired – and now the accountant passed away. Joan asked for email correspondence, but it wasn't provided. This DOR was scanned into DOR and they were unable to verify if it was their clerical error. Joan said they told her this document wasn't issued by DOR. Taxes were owed so she was unable to get a new license. 2024 there was no record through DOR that she had a current DOR license so since DOR didn't have one she has been selling tobacco since 2024 without a state license. Joan said Valid DOR and local permits needed to be able to sell. Joan stated that this is the first time she's come across this situation in 30 years. DT said if there was no DOR issued where did this come from. Jeanna said she had a gentleman that took care of everything – he was fired and she wanted him to come in and speak on behalf, but she said he passed away. Joan said that you had an email on how you received that DOR and Jeanna said she doesn't have the email now – retired accountant not through a firm. Travis said it looks like a forged document and Joan said that it was asked multiple times for his name before she knew he passed away and she still won't share his name. Joan said that she did get a call back from DOR for potential forgery and is taken very seriously. Joan said there is a public outlook for the past 7 years and it shows the DOR. Joan states that it was deflected many times to give the name even before she found out he passed away. She sold tobacco at her store for a year and half without a valid permit. Once she found out the date wasn't right, she immediately took it seriously and hasn't been able to sell cigarettes for the last month and half. DT states it is still open to where this DOR came from. Travis states the reluctance to give the name of person who did the application is concerning. Joan states we could put in a public records request, but when she did ask about it through DOR, it was told that it didn't exist and the most recent one expired in 2024. Joan states that applications are only done electronically now. Travis would like to look into more information prior to moving forward. DT requests they need to know who the accountant is so it can be looked into further. – Pausing 4:48 pm – 4:51 pm – resume. DT requests to investigate more information as Jeanna provided the accountant's name. Continuing at Next meeting, 2/24/2026. Continuing to keep tobacco off the shelf. Jeanna is looking to sell the building and the business separately. Possibility of sale in March.

5. **Village Market – Discussion in front of the board re Tobacco Permit – see above.**
6. **Erin McMurray – Shared Services update-** Erin provided a report for the past year and what was done in the town. Budgets and initiatives are in the packet. An applicant for the social worker position was interviewed. Erin said the biggest reason for coming to today is to discuss the option to regionalize mobile food truck inspections. Tessa would inspect a



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food truck and wouldn't be permitted through all four towns, but the inspection would be good for all four towns. This will save time and save people who are looking for food trucks time. DT states we have interest in it but need more information to see how it will work out throughout the four towns. Erin states she met with Andy Pelliter as a potential Title V contractor – he was a previous director for a health department. Keeps up his SE/SI certification. He came into the office this morning with Erin and Paulina to look over current plans and had an open discussion. He is retired so open to coming in as needed and could be used as an outreach for Tessa in the future. An updated contract will be offered this week and then we will need to appoint him to the board. Will schedule a meeting to appoint once the contract is signed.

7. **Health Inspector update** – Body art regulations and well regulations are finalized. Looking for clarification from the water dept for one item. – Bars need to have a food permit – Ice is consumable. Glenda's in town have been sent a letter on 1/7 requesting communication to discuss the need for Food permit. Looking forward to working with them for it. 1 property in housing court and one was going to be going back to court, but the property is now listed for sale. Tessa met with the lawyer for tobacco regulations and will be initiating it. Cemetery regulations – looking to see if it's worth it to adopt these regulations. With the increase of requests for private cemeteries, it may be effective to have them. Title V items will be done with Paulina and Tessa in the meantime with one scheduled Friday.
8. **Discussion regarding job posting for contracted health inspector – consult with shared services to guide what is needed.**
 - a. **Housing inspections** – Tessa – per the grant the town should have a separate Health inspector away from the grant. – No issue is needed with food inspections. Someone that can work during office hours as housing cases have a high likelihood of court also. Tessa has had a solid foundation in training. Having someone with less knowledge or training we don't want to move backwards or make more work for Tessa. Getting someone on would be beneficial providing they check off all the boxes. We will post the position.
9. **Discussion regarding upcoming Transfer Station contract – Vote to appoint a point of contact person to initiate the process with the Town Administrator.** – DT makes a motion to appoint a point of contact of Travis Baker for the person of contact to initial the contract at the transfer station. JM seconds, AIF, DT aye, JM aye, TB aye
10. **Old Business**
 - a. **Transfer Station video** – will be revisited in warmer weather.
11. **New Business**
 - a. **Disposal Works Installers Permit – Micheal Ciesla construction corporation**
12. **Monthly Business**
 - a. **Approve Bills and Payroll**

Bills & Payroll

Daniel Thibodeau: Monthly Stipend January \$208.33



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James McKeon: Monthly Stipend January \$208.33
Travis Baker: Monthly Stipend January \$208.33
Animal Inspector: Ryan Davis - Monthly Stipend January \$75.00 – over paid
Public Health Nurse - Cheryl Rawinski – October – December 2025 \$350.00
Barton & Loguidice Monitoring: Invoice # 13196 \$107.50, Invoice # 13197 \$1,300.00
Barton & Loguidice- Landfill Gas Monitoring Ports-
Burdett's - Trash Removal – Invoice # 260115424601 January \$719.50
Stericycle – Sharps Pick up \$175.00
Solid Waste Solutions:
Warren Leachate:
Slims & Berthiaume Sewer:

- TB makes a motion to Approve bills, JM seconds. AIF, TB aye, DT aye, JM ay AIF. Motion made motion approved.
- Approve Minutes from 12/16/25- TB makes a motion to approve minutes from 12/16/25 DT seconds. AIF, TB aye, DT aye, JM ay AIF
- Next meeting February 24, 2026, at 4 pm
- TB makes a motion to Adjourn the meeting at 6 pm JM seconds All in favor. Meeting adjourned.

Respectfully submitted,

Jessica Clarke
Board of Health Administrator

Members of the Board Approval Signatures

James McKeon