

Board of Health Meeting Minutes

Wednesday, July 22, 2026 at 10:00 a.m.
Rowe Town Hall Conference Room #2

Present: Herb Butzke, Chair and Kathy Atwood & Christine Bailey, Members. Christine took the minutes of the meeting.

Call to Order: Chair Herb Butzke called the meeting to order at 10:12 a.m.

Meeting Minutes: *A motion was made, seconded and unanimously voted to approve June 17, 2026, meeting minutes.*

FY26 BUDGET/PAYABLES: *A motion was made, seconded and unanimously voted to approve the following FY26 invoices totaling \$4,808.66.* The end-of-year balances were discussed. Christine said funds remaining in Health Svcs; Ops & FCSWMD Assessment totaling \$8,305.97 will cover deficit balances. Any deficit balances for payroll line items, Accounting will need to transfer from the general cash account. It was discussed that employees working over their set hours (training, trip purchases, etc) should use the training account: 01-512-5711. Refuse Garden attendants should use the snow removal account (01-512-5145) for extra hours of shoveling/sanding the grounds, etc. Christine will send out a reminder email.

Vendor	Invoice#	Date	Amount
Rachel Lewis – Postage to mail back vaccines	260616	6/16/26	\$16.94
FCSWMD – West-County fix it day	27271	6/18/26	\$150.00
USPS – Stamps for mailing tags	37	6/24/26	\$244.28
Christine Bailey – 3 Inspections (RC&CC)	260625-Bailey	6/25/26	\$135.00
Kathy Atwood – 3 Inspections (Churchill, Reisman, Dykeman)	260625-Atwood	6/25/26	\$135.00
HBST	H2606-210	6/30/26	\$162.50
HBST	H2606-209	6/30/26	\$837.50
HBST	H2606-206	6/30/26	\$162.50
Averys	260623-Avery	6/23/26	\$15.58
Amazon- Office supplies	111-3768848-6275462	6/30/26	\$11.75
Amazon – 6x9 envelopes	111-5907462-0925856	6/30/26	\$45.16
Rachel Lewis – June Mileage	260630	6/30/26	\$114.45
FCSWMD	27318	6/30/26	\$332.54
FCSWMD	27319	6/30/26	\$1,574.72
FCSWMD	27320	6/30/26	\$840.74
FCSWMD	27321	6/30/26	\$30.00
TOTAL			\$4,808.66

FY26 Acct	Account #	7-1-25 Approp	Curr Bal (6/18/26)	Payroll/Payables	Amount	New Bal
Transfer St Att	01-512-5140	\$ 18,416	\$ -413.74			\$ -413.74
Clerk Wages	01-512-5142	\$ 13,930	\$ 335.03			\$ 335.03
Training	01-512-5711	\$ 1,213	\$ 942.97			\$ 942.97
Town Nurse	01-512-5143	\$ 54,644	\$ 2,474.84			\$ 2,474.84
BOH Stipends	01-512-5141	\$ 4,938	\$ 0			\$ 0
Physician Stipend	01-512-5144	\$ 500	\$ 250.00			\$ 250.00
Snow Removal	01-512-5145	\$ 500	\$ 500.00			\$ 500.00
Hazardous Waste	01-512-5290	\$ 500	\$ 500.00			\$ 500.00
FCSWMD Assess	01-512-5300	\$ 9,314	\$ 4,656.96			\$ 4,656.96
Mosquito Control	01-512-5382	\$ 5,000	\$ -250.00			\$ 250.00*
BOH Operations	01-512-5701	\$ 13,500	\$ 4,283.15	C Bailey, 260625, 6/25/26 K Atwood, 260625, 6/25/26 HBST, H2606-210, 6/30/26 HBST, H2606-209, 6/30/26	\$ 135.00 \$ 135.00 \$ 162.50 \$ 837.50	

				HBST, H2606-206, 6/30/26	\$ 162.50	
				Amazon, 6275462, 6/30/26	\$ 11.75	
				Amazon, 0925856, 6/30/26	\$ 45.16	\$ 2,793.74
Health Services	01-512-5703	\$ 7,500	\$ 986.66	Rachel Lewis, #260616, 6/16/26	\$ 16.94	
				Rachel Lewis, June Mileage, 6/30/26	\$ 114.45	\$ 855.27
Refuse Gardens	01-512-5708	\$ 41,870	\$ -1,547.47	Avery's, 260623-Avery, 6/23/26	\$ 15.58	
				FCSWMD, 27318, 6/30/26	\$ 332.54	
				FCSWMD, 27319, 6/30/26	\$ 1,574.72	
				FCSWMD, 27320, 6/30/26	\$ 840.74	
				FCSWMD, 27321, 6/30/26	\$ 30.00	\$ -4,341.05*
FRCOG Health Svs	01-512-5788	\$ 6,040	\$ 130.00			
RDP Funds	29-500-4200-29104	\$19535.00	\$14,769.55	FCSWMD, #27271, 6/18/26	\$ 150.00	
				USPS, #37, 6/23/26	\$ 244.28	\$14,375.27
OPIOID FUNDS 27-512-5400-83139	Rec'd to Date	\$18,875.82	\$ 8,246.92	CVS Payment 3	\$ 1,205.56	
				Teva Payment 3	\$ 669.62	
				Allergan Payment 3	\$ 680.78	\$10,802.88

FY27 BUDGET/PAYABLES: A motion was made, seconded and unanimously voted to approve the following FY27 invoices totaling \$10,594.33

Vendor	Invoice#	Date	Amount
FRCOG – FY27 1Q Jul-Sept 2026	2854	7/1/26	\$1,622.50
FCSWMD – 1 st Qtr Assessment	27260	7/1/26	\$2,166.10
PVMCD – Mosquito FY27 testing	2357FY27-017	7/8/26	\$5,250.00
FCSWMD	27378	7/8/26	\$747.94
National Grid	260706	7/6/2026	\$63.86
Wired West	4462605	7/12/2026	\$90.00
Waste Management	IAC8336350	7/6/2026	\$105.28
Kathy Atwood	260722-Kat	7/22/26	45.00
Christine Bailey	260722-Bail	7/22/26	45.00
Lodge Tire	13007667	7/20/26	140.00
Dean Singer, MD	FY26 Physician Svs	7/20/26	250.00
McKesson Medical-Surgical	25900991	7/15/26	68.65
TOTAL			\$10,594.33

FY27 Acct	Account #	7-1-26 Approp	Curr Bal ()	Payroll/Payables	Amount	New Bal
Transfer St Att	01-512-5140	\$19,169.00				
Clerk Wages	01-512-5142	\$14,503.00				
Training	01-512-5711	\$ 1,250.00				
Town Nurse	01-512-5143	\$56,858.00				
BOH Stipends	01-512-5141	\$ 4,938.00				
Physician Stipend	01-512-5144	\$ 500.00				
Snow Removal	01-512-5145	\$ 500.00				
Hazardous Waste	01-512-5290	\$ 500.00				
FCSWMD Assess	01-512-5300	\$ 9,315.00				
Mosquito Control	01-512-5382	\$ 5,250.00		PVMCD, 2357FY27-017, 7/8/26	\$ 5,250.00	\$ 0
BOH Operations	01-512-5701	\$13,500.00		K. Atwood, 260722-Kat, 7/22/26	\$ 45.00	
				C. Bailey, 260722-Bail, 7/22/26	\$ 45.00	\$ 13,410.00
Health Services	01-512-5703	\$ 7,500.00		Dean Singer, MD FY26 MD, 7/20/26	\$ 250.00	
				McKesson, 25900991	68.65	\$ 7,181.35
Refuse Gardens	01-512-5708	\$43,960.00		National Grid, #260706, 7/6/26	\$ 63.86	
				Wired West, #4464605, 7/12/26	\$ 90.00	
				Waste Mngt, #IAC8336350, 7/6/26	\$ 83.50	
				Lodge Tire, 13007667, 7/20/26	\$ 140.00	\$ 43,581.64
FRCOG Health Svs	01-512-5788	\$ 6,280.00		FRCOG, #2854, 7/1/26	\$ 1,622.50	\$ 4,657.50
RDP Funds	29-500-4200-29104	\$19,535.00	\$14,375.27	FCSWMD – 1 st Qtr Assessment, 7/1/26	\$ 2,166.10	
				FCSWMD, 27378, 7/8/26	\$ 747.94	
				Balance in RDP for FCSWMD: \$85.96		
				Waste Mngt, IAC8336350, 7/6/26	\$ 21.78	\$ 11,439.45
OPIOID FUNDS 27-512-5400-83139	Rec'd to Date	\$24,032.89	\$ 10,802.88			

TRANSFER STATION:

- Herb Butzke read the Transfer Station Logs.
- Jan Ameen sent the FY27 average market value (AMV) and the FY26 June net processing. She reported the processing was \$63.04 per ton.
- Christine arranged with the Franklin County Sheriff's Department to paint the four Refuse Garden buildings. This is a free service. Christine will call Jerry Ferguson to pick up all paint and supplies. The date of painting will begin Friday, September 10, 2026. Sheriff Dave West estimates 2-3 days. This should not interfere with any open dump hours. The members agreed to paint the buildings the same brown color.
- Jan Ameen emailed the FY27 MOUs for all district services. The services were discussed and ***A motion was made, seconded and unanimously voted to approve and sign the FY27 MOUs for all district services.*** Christine will scan and email a signed copy to Jan. A signed copy is filed in the office.
- Scrap Metal Revenue: The office received a check for \$895.00 for the FY26 4th quarter scrap metal revenue. Christine deposited the check into the Recycling revolving revenue account (26-433-4800-26104) This is the same account the dump tag revenue is deposited. Accounting reported \$36,000.00 in the account to date.

BOH CONCERNS & UPDATES:

- **BOH Emergency Plan:** Nothing to report.
- **Vacation Transfer request:** Christine submitted a vacation transfer request of 22 hours to be taken after September 1, 2026. This would be 11 hours charged to Board of Health and 11 hours charged to Board of Assessors.

NURSE UPDATES:

- Individual Stats: June— 12 days worked, 130 patient encounters. 119 of the encounters were residents 65 years +
- The walking club continues every Monday morning.
- The Park employees first aid mini training was completed on 7/20/26.
- Rachel booked Friday, October 16, 2026, for the Flu and Covid clinic to be held at Rowe Elementary School from 1:00 pm to 4:00 pm. The program is hosted by Big Y pharmacy again.
- Tick Test Coupons: The group discussed offering residents tick coupons again with the Town subsidizing \$35.00 of the \$50.00 charge. The coupons never expire. The discount applies automatically when a town resident enters a valid Rowe address. If a Rowe resident is bitten by a tick and would like to place an order for testing they would go to TickReport.com and mail or deliver the sample to the Amherst lab. When the order processes the discount will automatically apply and the town gets acknowledged for subsidizing the testing. ***A motion was made, seconded and unanimously voted to approve the purchase of 10 tick coupons.*** Rachel will submit an article for the September Goal Post.

TITLE 5s, PERCs: The following Title 5s were completed:

- 19 Ford Hill Road – Coastline (July 13, 2026) – PASSED
- RC&CC – Cori and Sori checks - (July 16, 2026) – PASSED
- 50 Pond Road – Hall (July 22, 2026) – CONDITIONAL PASS (electrical fix to the alarm needed)

SYSTEM PUMPING: The following septic systems were pumped with no issues:

- Fife Brook – Bear Swamp (2)
- 205 Hazelton – Laffond, L.
- 208 Hazelton – Laffond, M.

WATER TESTING:

- Housatonic Basin Sampling (All samples received in proper condition)

NEW BUSINESS: Herb will follow up with Randy/FRCOG for any updates on wildlife being fed on Newell Cross Road. Herb also discussed with Reed Brown the well at the Community Church. Reed said it was a long-term lease.

Meeting Adjourned: A motion was made, seconded and unanimously voted to adjourn the meeting at 10:59 a.m.

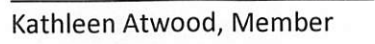
The next Board of Health meeting will be held on August 19, 2026, at 11:30 a.m.

Approved:

Herb Butzke, Chair



Kathleen Atwood, Member



Christine Bailey, Member

