



Andrea Crete, MPH, RS
Director of Public Health



QUABBIN HEALTH DISTRICT Board of Directors Meeting

Date & Time: Wednesday, October 1, 2025, at 6:00PM
Location: Ramsdell Room at the Pelham Public Library
Located at: 2 South Valley Road, Pelham MA 01002



Minutes

Present: Jennifer McMartin, District Chair; Bill Pula, District Vice Chair; Ken Elstein, District Secretary; Donna Rucki; Mike Juda; Jim Potter; Colleen Duroshea; Gail Gramarossa; Leonor Rodriguez; and Richard Hall.

Absent: David Gottsegan.

In Attendance: Andrea Crete, Director of Public Health; Stuart Beckley, Ware Town Manager; Mary Grenier, Belchertown Senior Clerk; Roger Bacon, Title 5 Independent Contractor; and Desiree Vennert, Administrative Assistant.

J.McMartin motioned to start the meeting at 6:04pm and announced that the meeting is being audio recorded for creating meeting minutes.

1. Introduction and Welcome – Everyone in attendance introduced themselves by name and what Town/organization they represent.

2. Board Discussion and Vote on Proposed 2026 Budget – A.Crete noted that the preparedness line item appears high because funds voted to be set aside in 2025 were not included in that line item and were instead carried over into the liabilities budget. J.McMartin asked for clarification on the term “liabilities,” which A.Crete explained refers to “free cash.” B.Pula added that this balance accrues over time, often resulting from employment gaps. J.McMartin asked whether the liabilities fund represents cash on hand and if it can be used as needed. B.Pula provided an example, noting that if the Director were out for six months and the District needed to hire a temporary replacement, this fund could be used for that purpose. J.McMartin then asked whether the balance can grow over time or if there is a cap. A. Crete explained that any budgeted funds not spent remain in the account and continue to accumulate. She further stated that the preparedness account exists to ensure the District can support rolling the Public Health Nurse position into the operating budget once grant funding ends.

Notable Discussion and Votes Pertaining to the Proposed Budget Include:

- **Code Enforcement Officer Salary Step Increase** – A.Crete explained that the Code Enforcement Officer has received the standard 2.5-step increase annually. At the time of hire, he did not hold the required credentials, licenses, or certifications, but has since obtained them and is continuing to pursue additional qualifications, with the goal of obtaining his Registered Sanitarian license. While the workload fluctuates, A.Crete noted that the position maintains a full workload, including taking on additional Title 5 work as needed. She therefore requested approval of a two-step increase in recognition of the expanded responsibilities and credentials. B.Pula supported the request, noting that the position can be difficult to keep filled. G.Gramarossa agreed, adding that the role requires a specialized skill set and is not one that appeals to all candidates.

- **Increased Hours from 18 to 30 for Administrative Assistant** – B.Pula and J.McMartin agreed that the increase in hours is reasonable considering the amount of work that is involved.

K.Elstein moved to approve the budget as presented, R.Hall seconded, all in favor. Effective immediately.

3. Board Discussion and Vote on Proposed Public Health Community Nurse Job Description

Notable Discussion and Votes Pertaining to the Position Include:

- Position Title
- Starting Salary
- Hours

A.Crete explained that when the District first hired the Public Health Nurse in 2022, the position was funded through the Excellence Grant and budgeted for \$39.10 per hour for 30 hours per week. J.McMartin asked whether the position requires an RN, or LPN license, or specific certifications. A.Crete stated that she had not found a formal requirement, though most Public Health Nurses are Registered Nurses. J.McMartin and B.Pula supported opening the job description to include LPNs. K.Elstein noted that the salary would need to vary based on licensure, though J.McMartin stated this would not make a significant difference. K.Elstein emphasized that the role is more community-focused than bedside-oriented. G.Gramarossa commented that, regardless of degree, experience and the ability to perform both clinical work and additional outreach were important considerations, particularly given the District's focus on serving underserved populations. She noted that Public Health Nurses often work with individuals who may not have a healthcare provider or primary care physician, and that the role frequently involves interacting with individuals with significant behavioral and mental health needs, making experience in those areas especially valuable. A.Crete stated that she would revise the job description accordingly. B. Pula then motioned to adopt the credentials to include both LPN and RN, with a salary range of \$55,000-\$61,000 for 30 hours per week and the job title as written; K. Elstein seconded. The motion carried with one opposed.

4. Board to Review and Vote on Approving Meeting Minutes from 6/16/25 – K.Elstein motioned to approve the meeting minutes from 6/16/25, C.Duroshea seconded, all in favor.

5. Board to Reorganize- Vote for New Chair, Vice Chair, and Secretary (District Officers who are also the Performance Evaluation Committee) – B.Pula motioned to vote J.McMartin as chair, K.Elstein seconded, all in favor. M.Juda motioned to vote B.Pula as Vice Chair, R.Hall seconded, all in favor. K.Elstein motioned to vote for himself as Secretary, B.Pula seconded, all in favor.

6. Other Discussion – K.Elstein commented that holding a District Officers' meeting prior to the District meeting was helpful in addressing and streamlining discussion on several lengthy agenda items. J. McMartin added that holding periodic Officers' meetings is beneficial in building greater unity among the three towns.

7. Adjourn

J.McMartin motioned to adjourn the meeting at 7:04pm, R.Hall seconded, all in favor.

Respectfully submitted by Desiree Vennert, Administrative Assistant

Minutes approved June 11, 2026