

**Board of Health
Meeting Minutes - DRAFT
January 7, 2013**

Members Present:

Bea Brunkhorst, Co-Chair
Sarah Thompson
Anita Raj
Kevin Wormstead
Tom Kinzer, Co-Chair

Staff Present:

Heidi Porter, Director
Mary Firestone, Recording Secretary

Also attending:

Ben Thomas, Finance Committee

Action Items:

1. Ms. Porter will ask her Cambridge contact to clarify some terminology and explain why Cambridge chose to use separate regulations for biosafety and rDNA.

The meeting was called to order at 7:06 P.M. Dr. Brunkhorst chaired.

Minutes:

Mr. Kinzer moved to accept the minutes of the December 3, 2012 Board of Health meeting, as amended. Mr. Wormstead seconded the motion. Vote count: 5-0

Revised rDNA Regulation --- Review and Vote:

Dr. Brunkhorst asked Ms. Porter to comment on the proposed recombinant DNA regulations. Board members discussed phrasing, especially considering comments received from Town Counsel. Much material was extracted from the Cambridge Biosafety Regulations. After much discussion on the definition of Biological Agents, Dr. Brunkhorst asked Ms. Porter to ask her Cambridge contact to clarify some terminology. Ms. Porter asked whether consideration of the draft should be tabled until the following month. Mr. Kinzer wondered why Cambridge has two regulations, one for biosafety and one for rDNA. Dr. Brunkhorst asked Ms. Porter to find out why Cambridge had used two regulations instead of one. Dr. Brunkhorst said that changing the proposed Bedford regulation to two regulations would not be a big deal. Mr. Kinzer pointed out that the previous Bedford rDNA regulations did not cover the proper decommissioning of an institution, an issue which is covered in the present Bedford draft.

Board of Health FY14 Budget – Discussion and Vote:

The guideline was received from the Financial Committee. Office staff salaries are level funded in the proposed FY 14 budget. Expenses are under the guideline as two items, expenses for the nurses' uniforms and insurance, were removed from the FY13-15 school nurse contract. A pool of funds from all town department budgets will include funds to cover future merit increases for FY14. Mr. Thomas commented on the budget from time to time. Ms. Porter explained the replacement schedule for AEDs. Ms. Porter, Mr. Kinzer and Dr. Brunkhorst will appear before the Financial Committee on January 31, 2013 and will have their responses to the proposed budget before the next BOH meeting. She said she also managed the budget for mosquito services and hazardous waste disposal. She was asked about prescription drugs and responded that the Police Department handles disposal of drugs turned in by citizens using federal funds.

Mr. Kinzer moved that the Board request \$538,552 for the FY14 budget. Ms. Raj seconded the motion. Vote count: 5-0.

Board of Health Action Items --- Old and New Business:

Liaison Assignments:

Mr. Wormstead said that the Youth and Family Service Committee and the Transportation Advisory Committee will be meeting in the near future; he said that he will report on those meetings and the next Board of Health meeting.

Ms. Raj said that no meeting of the Wellness Committee has been scheduled yet.

Ms. Thompson said that the combined Safe Routes to School and Healthy Bedford meeting will be held on this coming Friday.

Mr. Kinzer said that he will attend meetings of the Financial Planning and Coordinating Committee and the Comprehensive Plan Committee later this week.

A draft letter to the School Committee, concerning transfer of the school nurses to the School Department, was provided; the intent of the letter was to spark a discussion. However, based on information related by the School Superintendent, the School Department does not want to take on the transfer at this time, so it will not be done this year. A revised letter will be prepared and sent to request to move the nurses to the School Department in FY15 to coincide with the next nurses' contract.

Ms. Thompson said that she had discussed with Ms. Porter putting on the BOH website the locations of AEDs around town and this will be done.

Director's Report:

Mr. Porter said that since the last meeting a lot of time was expended on just a few events, notably dealing with a hoarding situation; she is planning to meet with court personnel to familiarize them with hoarding concepts which may be helpful in future situations.

Ms. Porter said that a recent case of chicken pox among the population of families-in-transition at the Plaza Hotel came to their attention due to frequent interaction of Board staff with the families over past months; vaccine and advice were provided to other persons at risk in that population. Ms. Moran, the community nurse, holds an "Ask a Nurse" event at the Plaza twice a month.

Outreach on the influenza situation was conducted and BOH staff is still holding flu vaccination clinics.

A Walking Program is underway.

A community meeting will be held on Healthy Bedford for people who indicated their interest during the survey. Discussions will be focused on realistic, actionable ideas. Ms. Porter said that she is contacting a dynamic speaker to make a presentation in the Spring, but an additional grant is needed to fund the session.

A copy of the Self Service Buffet Policy was provided. Ms. Porter said that calls are occasionally received from people concerned with this food safety issue; she intends to do a course on the topic.

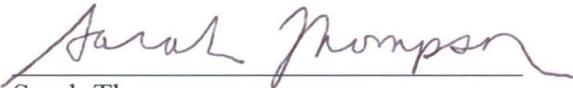
Ms. Porter said the Police Chief intends to conduct a voluntary gun buy-back program and asked the Board to be one of the partners for the event. Ms. Porter provided a statement in support.

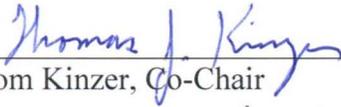
Ms. Porter has asked D.J. Wilson, expert on tobacco regulation, to update the Board at a future meeting; she will inform the New England Convenience Store Association whose representative recently made a complaint about the new cigar regulations.

The next meetings of the Board will take place on February 4, March 4, April 1, May 6, and June 3, 2013.

Ms. Thompson moved to adjourn the meeting; Ms. Raj seconded the motion. Vote count: 5-0. The meeting was adjourned at 9:21 P.M.


Bea Brunkhorst, Co-Chair


Sarah Thompson


Tom Kinzer, Co-Chair

Anita Raj


Kevin Wormstead