

**Board of Health  
Meeting Minutes  
September 18, 2023**

Present:

Susan Schwartz, Chair  
Maureen Richichi, Vice Chair  
Beatrice Brunkhorst  
Ann Kiessling

Absent:

Anita Raj  
Danielle Williams, Recording Secretary

Staff Present:

Heidi Porter, Director of Health and  
Human Services  
Marisa Morello, Assistant Health Director

Others Present (In-person or by Zoom):

Bedford TV  
Mike Rosenberg, Bedford Citizen  
Pari Thilliaigovindan  
Xue Gong Chen  
Danny Patel

The meeting was called to order at 7:01 PM

Public Comment

Ms. Schwartz opened the meeting to any public comment however as there were no Public Comments offered, the Public Comment was closed by Ms. Schwartz.

BOH Minutes - Review and Vote

The meeting minutes from August 7, 2023, were reviewed and edits suggested. Ms. Richichi moved to approve the minutes as amended; Dr. Kiessling seconded the motion. A vote of 4-0-0 approved the meeting minutes from August 7, 2023.

Nomination of Agent of the Bedford Board of Health – Parivallal (Pari) Thillaigovindan, Tobacco Control Program Manager MetroWest District

Ms. Morello introduced Pari Thillaigovindan as Bedford's new Tobacco Control Program Manager, MetroWest District. Some background on Mr. Thillaigovindan includes a Bachelor of Ayurvedic Medical and Surgery Degree and two Master Degrees including Psychology and Public Health. Pari has worked extensively in Clinical Research and Public Health and has volunteered for the Mass Volunteer Program for MDPH and the Medical Reserve Corps (MRC) since 2019. As Regional Tobacco Control Agent, Pari is part of a 16 town/city collaborative, which includes towns such as Ashland, Framingham and Bedford.

Ms. Schwartz stated that Bedford is now part of a new collaborative and asked the BOH if anyone has any questions for Mr. Thillaigovindan.

Ms. Porter added that she and Ms. Morello met with Mr. Thillaigovindan and the Health Director from Framingham, Bill Murphy, when Pari started his position to introduce themselves and talk a bit about the program and about Bedford's regulation as not every town/city has the same tobacco

regulation. Ms. Porter inquired of Mr. Thillaigovindan as to whether the Collaborative is considering getting the towns and cities within the collaborative to be more consistent from a regulatory perspective.

Mr. Thillaigovindan replied no and that they will continue to have diversity in regulation among the communities.

Ms. Schwartz inquired if the process would be the same as the process was with the previous collaborative.

Mr. Thillaigovindan replied that there are 265 tobacco retailers within the current collaborative. There will be a routine inspection, which will include retailer education for tobacco for that retailer's local BOH regulation, review of the State Laws about the signage for what they can keep in their stores, the Restriction of Sale to people under age 21 and the ban of flavored tobacco in MA. Compliance checks will begin after the first week in December. During the compliance checks, a trained youth will be going into the retailers to try and buy an item or a flavored item. If there are any violations, the local BOH would be notified through the proper channels.

Ms. Richichi welcomed Mr. Thillaigovindan and reiterated how committed the BOH is to these regulations and preventing youth from obtaining tobacco.

Dr. Kiessling asked if Framingham is the only other member in the collaborative.

Ms. Porter replied that there are 15 others besides Framingham and including Bedford, there are 16 in total.

Dr. Brunkhorst also offered a welcome and stated that this very important as the ever-expanding use of vaping in youth continues.

Ms. Richichi moved to appoint Pari Thillaigovindan, Regional Tobacco Control Agent as an Agent of the Bedford Board of Health for the purpose of conducting various tobacco education and retail compliance checks, inspections and enforcement actions, related to the Regulation of the Bedford Board of Health Restricting the Sale of Tobacco Products and 105 CMR 665.000 – Minimum Standards for Retail Sale of Tobacco and Electronic Nicotine Delivery Systems Dr. Brunkhorst seconded. A roll call vote of 4-0-0 approved the appointment of Pari Thillaigovindan.

Food Establishment Permit – Review and Vote – Poke Brothers, 158 Great Road, Unit E, Xue Gong Chen, Restaurant Owner

Ms. Morello introduced Xue Gong Chen, the owner of the Poke Brothers establishment, to be located at 158 Great Road, Unit E. Mr. Chen had come before the BOH seeking a variance for sushi, dependent upon the HD's approval of the Hazard Analysis Critical Control Point (HACCP) Plan. The HD did just receive the HACCP Plan and are currently reviewing that plan.

Ms. Porter asked Mr. Chen about his opening plan and what the timeline is.

Mr. Chen stated that they are trying to open the first of next month (October).

Ms. Porter stated that a HACCP Plan is required by any establishment that is requesting a variance for the use of acidification of sushi rice, which is very common; however, the HACCP Plan was just submitted to the HD on Friday and has not been reviewed. The HACCP Plan will be reviewed internally and a permit issued, so long as the HACCP Plan meets the requirements of being protective of food safety and a successful pre-opening inspection is conducted. Mr. Chen will then come back to a future meeting and have the BOH vote on the permit and the variance request.

Dr. Kiessling asked what documentation the HD has on hand.

Ms. Porter indicated that the HD has their Food Establishment application, their Plan Review, which shows where everything will be located inside the establishment and that the physical safety aspects of running an establishment are in place. Once the HACCP Plan is reviewed and approved, the pre-opening inspection can be completed.

Dr. Kiessling asked if they would need to identify the Person In Charge (PIC) and does that person have to have taken any tests that are required.

Ms. Porter explained that Mr Chen will be the PIC for the establishment and that he has completed the Food Safety Training. The PIC training program that is offered to Food Establishments by our vendor, Mojin Solutions, as a supplemental training and will also be made available to Mr. Chen, however that training is not a requirement to open.

Ms. Schwartz stated that she wanted to understand the time-line for this. The HD has everything associated with their application in house currently and that the HD needs to review it and if anything is needed, the HD will reach out to Poke Brothers directly and then a pre-opening inspection can be done.

Ms. Porter noted that because the HACCP Plan came in very last minute and is still being reviewed, she just wants everyone to know what the next steps to be taken. The HD will work with Mr. Chen to get him open by his start date provided that there are no outstanding circumstances that would prevent them from opening by that timeline.

Ms. Schwartz had some further questions for Mr. Chen and asked if Mr. Chen had other facilities and if he was going to be there full time or have staff that will be there full time.

Mr. Chen responded that he does have other facilities but he has a partner. He will be on-site running the establishment and then the partner will also be there 7 days a week. Mr. Chen also stated that for the first 6 months, he would be there full time.

Dr. Kiessling asked if Poke Brothers is a chain.

Mr. Chen relayed that yes it was and that there are 80 stores across the country. He also adds that they do have plans for opening a location in Westwood and another in Rhode Island.

Ms. Porter added to Mr. Chen that he should work with Ms. Morello over the next week or two so that they can open by October 1<sup>st</sup>.

Mr. Chen replied that he would and added thank you.

Next on the agenda is item #6 Review and Vote for the Tobacco Establishment Permit for Six Brothers Lincoln LLC dba Lincoln Liquors Bedford, Danny Patel, Manager however Mr. Patel is having technical difficulties and the BOH decided to move on for the time being. Dr. Kiessling moved to take item #7, Review and Vote for the Tobacco and Food Establishment Permit, Roshani Enterprise 2 Inc., dba Gulf, 349 Great Road, Seema Patel, Manager, next and out of order (before #6). Ms. Richichi seconded the motion. A vote of 4-0-0 approved the motion.

Tobacco and Food Establishment Permit – Review and Vote – Roshani Enterprise 2 Inc., dba Gulf, 349 Great Road, Seema Patel, Manager

Ms. Morello stated that Seema Patel is the manager of the establishment of Roshani Enterprise 2 Inc., dba Gulf, located at 349 Great Road. This establishment was previously owned by TUF Enterprises, dba Great Road Gulf. This establishment is under new management and currently holds both a Food Establishment Permit and a Tobacco Establishment Permit. Ms. Morello noted that they have already been inspected and permits have been issued.

Dr. Kiessling inquired what kind of food that they have and if there was any change in business operations.

Ms. Porter answered that they only have pre-packaged foods and that no change was made other than being under new ownership.

Ms. Morello noted that she had been in that establishment for both inspections and was familiar with the establishment.

Dr. Kiessling asked how often Food Establishments that have refrigeration are inspected.

Ms. Porter relayed that they are inspected twice a year and that they are required to maintain temperature so their equipment is inspected and food expiration dates are checked also.

Ms. Richichi moved to approve the Tobacco and Food Establishment Permit for Roshani Enterprise 2 Inc., dba Gulf, 349 Great Road, managed by Seema Patel. Dr. Brunkhorst seconded the motion. A vote of 4-0-0 approved the Permits for Roshani Enterprise 2, Inc.

Tobacco Establishment Permit – Review and Vote – Six Brothers Lincoln LLC, dba Lincoln Liquors Bedford, 156 Great Road, Danny Patel, Manager

Ms. Morello stated that Danny Patel is the manager of the establishment of Six Brothers Lincoln LLC dba Lincoln Liquors Bedford, located at 156 Great Road. This establishment was previously called Mall Liquors, Inc., dba Lincoln Liquors and owned by Richard Aronovitz. This establishment is under new management and currently holds a Tobacco Establishment Permit.

Ms. Porter inquired if the establishment has some of the same staff from the previous ownership.

Mr. Patel answered that it was all new staff.

Ms. Porter indicated that all the staff will have to be trained on the Tobacco Regulation and asked if they have been trained on this and have they signed off on this training.

Mr. Patel answered that they have.

Ms. Porter reiterated to Mr. Patel on behalf of the BOH that there are steep penalties for selling to minors. The State has set those violation penalty fines at \$1,000 (1<sup>st</sup>), \$2,000 (2<sup>nd</sup>) and \$5,000 (3<sup>rd</sup>) as well as the prospect of losing your access to sell should you incur any of those violations. The BOH just likes to make sure that everyone understands the regulation, is properly trained and ID's are checked to avoid any violations

Mr. Patel indicated that he understood.

Dr. Brunkhorst inquired if he has ever managed an establishment that had a tobacco selling permit previously.

Mr. Patel answered that he had.

Ms. Schwartz asked if Mr. Patel had any other questions for the BOH.

Mr. Patel indicated that he did not.

Ms. Richichi moved to approve the Tobacco Permit for Six Brothers Lincoln LLC dba Lincoln Liquors Bedford, 156 Great Road, managed by Danny Patel. Dr. Brunkhorst seconded the motion. A vote of 4-0-0 approved the Permit for Six Brothers Lincoln LLC.

Dr. Kiessling inquired how did the local BOHs get the task of managing tobacco permitting and have nothing to do with the task of managing alcohol permitting.

Ms. Porter indicated that she believes that because of the way the legislation is written.

Ms. Richichi stated that the Alcoholic Beverage Control Commission is an agency under the MA State Treasury and they provide licenses, legislation and regulation.

Ms. Porter stated that the Select Board issues the Alcohol Licenses in Bedford.

#### COVID-19 Pandemic Response Evaluation – Use Framework Process in Round Robin Format

Ms. Schwartz stated that at the last BOH meeting, we had gone through what was going to be done differently by the HD and the BOH for the first four questions and there were two questions left, however there was a suggestion that before we go to number 5 and number 6, what we learned and what can we do differently, if all could review what listed so far and be sure that everything covered.

Ms. Schwartz asked if anyone thought anything was missing upon review.

Dr. Brunkhorst asked if under Question 2, 'what challenged did BOH/HD encounter' and the last bullet indicates TC and asked to be reminded what TH and TF stood for. (Town Hall and Task Force). Under Functional Capability (FC) 4, 'Infection Prevention and Control (clarify scope of authority; develop policies, mandates and enforcement strategies) for Question 1, 'what did BOH/HD do that worked well', and she noted that one of the things that she remembers is that the BOH tried to emphasize our tool box for mitigation strategies and this could be the spot to add that.

Ms. Richichi added that also under that same FC4 Question 1, to add function, roles and responsibilities to the ‘Nomenclature clarification between BOH and HD’ comment.

Ms. Schwartz continued onto the FC 5 & 6. Each person on panel was called on and offered the responses below.

#### FUNCTIONAL CAPABILITIES:

##### 5. Community Partnership Development (coordination across sectors; perform out-of-scope functions, i.e., procurements)

Question 3: What was learned? Do Differently?

- Develop more partnerships. While some were in place, we needed a task force.
- Examine all the different regional partnerships to look for gaps or redundancies.
- Need more connectivity to Select Board.
- Give more feedback to the state government re: gaps in communication.
- Developing a list of key players by role – what categories they fit into and who they are (urgent care partners, doctors, volunteers). Determine what capabilities they have to offer. Roles and functionalities.
- Consider what other Boards the BOH could liaise with.
- Regional Partners may not cross boundaries to help when a crisis is happening.
- Learned = although we had good relationships with permittees in town, many of those relationships broke down when we had to be the enforcers of COVID restrictions

##### 6. Maintaining Essential Health Services and Systems (continue to operate and provide services essential to protect health of communities)

Question 3: What was learned? Do Differently?

- COVID elicited a personal response (I worried about my own health but had to respond to the public), adding another layer of stress. This can impede or enhance your ability to do your role.
- Be ready for an expanded scope of services.
- Everyone can’t do everything. We had to prioritize/triage.
- It’s hard to set community expectations.
- HD had to adapt the mode to provide essential services – drive through clinics.
- We need access to emergency funds to respond to emergency needs.
- Remembering that internal supports add value.

Ms. Schwartz noted that since there are no more comments on this section, Ms. Richichi will pull together all of the questions and comments and at a future meeting, we can pair it down, analyze it and look at how we can broaden that scope to include future pandemics as well as future goals and projects to take on.

### Reports – HD Staff, BOH Liaisons and BOH Goals

Ms. Morello noted that she responded to a resident calls about mosquito control and mold. Another thing she has worked on is donations and volunteer opportunities for assisting migrant families which is listed on the website. The majority of time has been spent on the required low-risk food establishment inspections. Most of the violations noted during these inspections were minor things such as needing additional thermometers and increasing the water temperature. The three kennel inspections have been completed. Ms. Morello continued in regards to following up on complaints, which have been mostly housing complaints, including mold.

Dr. Kiessling inquired about what is relayed to complaints in regards to mold.

Ms. Morello stated that if mold is actually viewed during an inspection, then an order to correct letter is issued. Testing is not performed by the HD.

Dr. Kiessling asked if there are companies that come out and test for mold.

Ms. Porter relayed that the HD office does not get involved in that or make any recommendations as there is no state standard for mold. The industry standard is typically if the mold count/test is higher on the inside that it is on the outside, then you probably have something going on inside. Our office typically looks for the sources of the moisture and whether it is coming in from the outside and if a building structurally has issues. Ms. Porter adds that there are companies that will do mold testing however there are no certified laboratories for mold in MA.

Ms. Schwartz inquired if the findings that the HD is seeing has been due to the rain.

Ms. Morello stated that structural damage is usually the cause although plumbing has also been a factor.

Dr. Kiessling inquired about what callers are told in regards to mosquito inquires and/or complaints.

Ms. Porter stated that all spraying events are posted to the website but most often we refer people to our contractor, East Middlesex Mosquito Control Project (EMMCP) who responds to questions. Sprayings generally stop in September however the traps are still monitored until the first frost of the season. EMMCP will notify the HD if there is a positive specimen identified prior to the state-wide notice.

Ms. Morello continued to relay that the HD has been preparing for Bedford Day which includes fielding calls and attending meetings. She added that she did get Dr. Brunkhorst's email in regard to school use of eggs from chickens at the Lane School; however, it was the end of the evening and hasn't had time to respond. This egg matter has gone round and round and the HD office wants to be able to speak intelligently on the matter. There appears to be no regulation on their use.

Dr. Brunkhorst added some context for everyone and noted that a resident had reached out to the Lane School as they do have chickens and are looking to have a farm-to-table program where children actually take the eggs and then make cakes and baked goods for students and parents to eat. She wondered if this would fall under some other regulation besides the Keeping of Animals Regulation.

Ms. Porter noted that from a BOH regulatory perspective, if you are using food in an educational environment, the use is not required to be permitted. The Recreation Department does a cooking class and the HD does not regulate that; however, if you are preparing food and it's non-educational and you are providing (selling or not) to the public, then you have to be regulated. Questions that arose is whether the eggs need to be refrigerated or need to be cleaned. Eggs are generally not supposed to be washed due to the potential for contaminants entering through the shell. We need a better understanding of the handling practices.

Ms. Morello added that since there is no regulation, there is no one to inspect. She also added that she did speak to MA Department of Agricultural Resources (MDAR) who have indicated they have nothing to do with it. They only have to stamp the eggs and the US Department of Agriculture (USDA) only had to do with inspecting eggs however she indicated that she would follow up with the matter.

Ms. Richichi asked if the number of TB reported on the Communicable Disease Table for FY23 is correct (25) and the BOH was not aware of that number of cases. Ms. Porter indicated that she would double check with the Regional Nurse on that count. The previous public health nurse did not previously include TB on her monthly report.

The MAVEN report shows that COVID numbers have seen an uptick. Ms. Porter continues onto her Director's Report and begins with hirings within the HHS department. There is a new Recreation Therapeutic Coordinator within the Recreation Department. This position will help acclimate person(s) with needs with programming and activities. Nikki Taylor is the new Assistant Recreation Director. Work continues with data analytics tools project for the Massport Community Advisory Committee. Working with MHOA to brainstorm on the development of a Public Health Inspector onboarding template for local health departments. Met with Maureen Lee, the food consultant from Mojin Solutions, who is spearheading our FDA Grant work which is looking into changing the risk level for food establishments from a high, medium and low risk level to a 3 or 4 category risk level which would mean changes to inspections and future permitting.

Dr. Kiessling inquired what was driving the change.

Ms. Porter replied that standardization and the state's desire for every Health Department to be standardized across all program areas. She continues in her report to say that there was a decrease in the weight of food allocated to the Food Bank from Greater Boston Food Bank, the primary source of our Food Bank food supply. The HD has also been working with the new Superintendent who has been very supportive. Also met with the Clergy to work on ways that they can assist the migrant families. A new HHS intern has also started. Extended an offer to a candidate for the Public Health Nurse position.

Dr. Brunkhorst asked about #32 on Ms. Porter's report regarding unstaffed shelter sites.

Ms. Porter answered that the Lieutenant Governor pulled a meeting together for all of the communities that have unstaffed shelters and Bedford is one of a dozen communities that has a shelter and no shelter manager. The migrant response at the Bedford Plaza Hotel has taken up a lot of time for the HD. Lt. Scott Jones of the Bedford PD called to inform that an office responded to a 911 call at the hotel and because of the communication barrier, the office had gone to the front desk to see who the room was registered to and the room was registered to the Commonwealth of



MA. The officer had remembered the shelter response that Bedford had about 7 years ago and asked how many other rooms are under the Commonwealth of MA, and as of that date about six weeks ago, it was 17 families. As of today, we have 79 hotel room with 78 families. HHS has been meeting regularly with hotel management and we now know that they have 99 rooms at the hotel. Hotel Management would be willing to go up to 95 rooms rented and we know that 7 more families are coming this week. The state has a vendor who connects with the hotel to reserve the rooms. The state does not provide this information to the town; however, we have been assured that we will receive regular communication on who is in the hotel. The Social Workers have been working really hard to set up benefits for these migrants as well as setting up appointments for pregnant women and for the folks that have other medical conditions and pre-existing conditions. The HHS, CERT and Neighbor Brigade have been proving rides. We have gotten access to a grant for car seats for the families. The FD did a training video on installing car seats as some folks haven't had to install these prior. That video has been translated in Haitian- Creole and Spanish. The state is also providing 2 meals a day however the meals are not culturally appropriate. Food Bank bags are also being brought over to the hotel which includes diapers, wipes and personal care products. There are about 243 residents and half of those are children under 18 at the hotel. At last count, there were 45 school age children however that count will change with the addition of 7 more families. The schools have been out every Wednesday to register children for school. The children have really enjoyed being in school. There are also a bunch of IBC Meetings scheduled.

The state has a 4-phase plan for vaccinations. Phase 1 was building the plan. Phase 2 was coming out to the site and have everyone bring their immunization records. Translators have also been made available. Volunteers have been able to utilize the town's translation service via phone when needed. The state has contracted with John Snow Institute (JSI), who are a big public health consulting firm and are sending teams out to access the vaccination records. The town sent out messaging to the residents to come meet with JSI and bring with their records and wait in line to speak to someone who then enters their information into the Mass Immunization Information System (MIIS). Phase 3 will consist of testing such as lead and TB and then after that, Cataldo comes to do the actual vaccinations. Phase 2 and 3 will get repeated until all the residents are captured.

The regional nursing staff reached out to Bedford once it was learned that we had an emergency shelter in town and they have been coming every week to do nursing triage services. The Social Workers have been there 3 to 4 times per week just answering questions. The Department of Transitional Assistance (DTA) team also came out to set folks up with MassHealth and SNAP benefits. There are many gaps in services. The Social Workers have been supporting these families getting signed up for benefits which has been a very difficult due to language barrier, not having cell phones and such. This work is being done to allow these folks to be independent. They all want to get jobs and work but approval of working papers is a Federal action. Some people have a court dates in NJ or FL and in 2025. We have a contact at the state who is working with us to update those court dates and records to be virtual. Transportation has been the toughest piece. Food has also been a tough go. We have been in contact with the state in efforts for them to be more mindful of the food situation.

Ms. Richichi added that transportation for the pregnant women has been really difficult. Folks that are driving the residents for the initial appointments can't just leave them as they do not know the system or where they have to go. They have to go to see the doctor, and then go to get an ultrasound and then the office is closed for lunch.

Ms. Porter continued to note that the town did not know this was coming and the state didn't have vendors ready to manage the shelter. The National Guard was deployed to the site and they were given the breakdown of the town's emergency response to date. We held a community forum for the hotel residents letting them know what we know and don't know. Folks that get MassHealth have an opportunity for a ride through PT1 which is an online transportation request to and from an appointment.

Dr. Kiessling inquired to Ms. Porter as to how much time the emergency response has taken.

Ms. Porter noted that at least half of her work time has been devoted to the emergency response. The Social Workers' time needed to assist has been at least 80% of their work time while still maintaining their normal work load of people and cases. MDPH does listen however have not provided much help. Shelter Managers generally have their own staff on site to assist with doing the majority of the tasks that our Social Workers are doing. The National Guard is going to be on site 6 hours per day. Ms. Porter indicated that the thought was the National Guard was going to figure out and handle the ride situation however that has yet to happen. There were also hopes that they would assist with the Food Bank deliveries and that did not happen however we are working through all these things. Police Chief Fisher has been a great Liaison with the Guard and in assisting with getting better Wi-Fi. Schools are heading to the hotel this week to begin ESL classes for adults. We are also looking to hire transportation.

Dr. Kiessling inquired about the Bedford BLT.

Ms. Porter noted that the Bedford BLT is a town service that is regularly booked up for local rides. The shelter transportation plan is to essentially hire a transportation service to assist with rides to the regional DTA and MassHealth centers. Dr. Geller at Bedford Pediatrics has agreed to see some of the children at this office. They will block off some appointments in the afternoon and we would be able to take everyone there at once. School buses are really not an option for mass transportation due to the fact you can't buckle in car seats on those seats. It has also been challenging to store all of the car seats and strollers that have to be purchased and collected. The First Church of Christ is putting together a clothing drive. Social Worker Chris Bang placed an order for clothing for children up to age 12 placed through Cradles to Crayons.

Dr. Kiessling asked if the State Representative has provided any assistance to the response.

Ms. Porter noted that Representative Ken Gordon was able to get us access to the Governor's office initially to open lines of communication. Because our shelter is not a DTA sponsored shelter, it has been difficult getting access to such things as rides. Mr. Gordon has been working on his end to hopefully change that or get us the funds that they would be paying a shelter coordinator as we are doing work that they would be doing.

Ms. Richichi noted that she did speak to the new Superintendent in regards to the school start times and they are going to consider it.

Ms. Schwartz noted that there is a Restoration Advisory Board (RAB) scheduled on 10/10/23 at the Hampton Inn in Billerica.

Ms. Schwartz noted that there is another round of Domestic Violence Support Network advocate training happening. People can apply to be on CERT if they want to assist or volunteer at the shelter. There is no obligation of the amount of time or hours needed to volunteer.

Dr. Kiessling added that she would like the topic of deer management on the next BOH meeting agenda. The deer population should be managed and the matter of public health impact of a dead deer in a resident's yard addressed. Dr. Kiessling noted that there has been a number of rabies cases (racoons) in Brookline. Private citizens shouldn't have to manage things such as this. She also suggested having the BOH meeting time at 6pm instead of 7pm.

Ms. Richichi suggested that if the meeting is held at 6pm then the Public Comment should be later in the meeting to allow residents time to attend and provide comment.

Dr. Kiessling suggested trying the time change out and if it doesn't work and there is negative feedback provided then the meeting time can be changed back to 7pm.

Ms. Richichi moved to adjourn the meeting of September 18, 2023. Dr. Brunkhorst seconded the motion. The motion was approved by a roll call vote of 4-0-0.

**Documents and Exhibits Used During this Meeting**

Draft Meeting Minutes 8/7/23

Proposed Motion – Pari Thillaigovindan as Agent of the BOH

Proposed Motions – Food and Tobacco

COVID Evaluation Table

COVID Evaluation BOH 8/7/23

Director's Report

Assist Health Director's Report

FY24 Communicable Disease Table

The next scheduled meeting of the Board of Health is October 16, 2023.

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Susan Schwartz, Chair

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Beatrice Brunkhorst

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Maureen Richichi, Vice Chair

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Ann Kiessling

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Anita Raj