

**Board of Health  
Meeting Minutes  
January 6, 2020**

Present:

Mary Seymour, Chair  
Sarah Thompson, Co-Chair  
Bea Brunkhorst  
Ann Kiessling  
Anita Raj

Staff Present:

Heidi Porter, Director of Public Health  
Katharine Dagle, Assistant Health Director  
Margaret Root, Recording Secretary

Others Present:

Karen Dunn, Finance Committee

The meeting was called to order at 7:06 PM. Ms. Thompson chaired.

BOH Meeting Minutes

Ms. Seymour moved to approve the minutes from the December 16, 2019 meeting as amended; Dr. Brunkhorst seconded the motion. The vote was 5-0-0 to approve the minutes.

FY21 Budget Discussion and Vote

Ms. Porter presented the finalized Board of Health (BOH) FY21 budget. Since the last meeting, Ms. Porter received the budget guideline number. After completing the budget, there was a slight surplus, which she applied to professional services to cover some of the costs of food establishment inspections by the contracted inspector. Ms. Porter will present the budget to the Finance Committee on behalf of the BOH on January 16<sup>th</sup>.

The line item change Ms. Porter commented on regarded contracted services, which increased from the FY20 budget. The increase was due to the hiring of a food inspection contractor to perform the routine food establishment inspections. Ms. Dagle is still actively involved in the inspection process as she reviews the reports and decides if an establishment needs to be re-inspected. The increase to the professional services line item also includes an increase for AED services as the number of units have increased. Due to the reorganization of the departments comprising the Health and Human Services Department, funds were shifted from the Youth and Family Services (YFS) budget to cover the cost of the contracted food inspector. There was no net increase in either the YFS or the BOH budgets.

Dr. Brunkhorst asked if Ms. Porter will include a list of grants when she presents the budget to the Finance Committee. Ms. Porter replied that she would include a list of grants, including the vaping grant and a few other small grants. She will also include the amount of time the interns worked, as well as the amount of volunteer time. There are federal rates used to estimate the value of medical and non-medical volunteer time to calculate the amount of money the volunteers saved the department. Ms. Porter will present similar information for the Youth and Family Services budget.

Ms. Dunn commented that likely questions from the Finance Committee will be about possible synergies and any reduction in costs from the formation of the new Health and Human Services (HHS) department. Ms. Porter replied that the reorganization was done to better suit the needs of the community. Since the HHS department has cyclical costs, a needs assessment is an ongoing process.

Ms. Dunn asked if there is any overlap in services between the different departments in HHS. Ms. Porter replied that there is no overlap as the departments are all different. She noted that the retirement of the YFS department head, combined with Ms. Porter taking over senior administrative duties for YFS, Council on Aging and Veterans' Services, allowed for a social worker to be hired for HHS and additional contracted services for the BOH.

Dr. Kiessling asked if the social worker will also be available for Veteran's Services. Ms. Porter replied that he would be available to veterans and all community members.

Ms. Dunn commented on the increased needs for social worker and mental health services, in addition to the regular HHS work. She suggested that Ms. Porter prepares data and anecdotes to support the case for increased funds for these services. Ms. Porter commented she will have the data from the mental health survey to present at the budget presentation, however no additional funds are needed.

Dr. Kiessling asked about the Council on Ageing (COA) and their inclusion in the HHS. Ms. Porter replied that they are included, but the COA works as their own department and the COA Director prepares the budget. Ms. Porter acts as a senior administrator to the COA.

Dr. Kiessling asked about the Veteran's Services budget. Ms. Porter explained that the budget consists of two line items. The first is reimbursement to Lexington, which pays the full salary of the Veterans' Agent and part of the salary of the District Administrator. There is currently an evaluation on this amount based on how many services are being used by Bedford and Lexington. The second line item is for the benefits paid to veterans. The amount decreased for next year. In the past few years, there has been a surplus for this line item, so Ms. Porter adjusted the proposed budget to reflect an average of the historic levels. Dr. Kiessling asked if the benefits come from State funds. Ms. Porter replied that Bedford receives reimbursements from State funds.

Ms. Thompson asked if there is money for veteran's funerals. Ms. Porter replied that she was not sure those expenses were included in our budget.

Ms. Seymour moved to approve the FY21 budget. Dr. Kiessling seconded the motion. The vote was 5-0-0 to approve the budget.

#### Discussion of Foundational Public Health Services

Ms. Porter continued to describe the duties for the BOH as outlined by the BOH Guidelines from the Massachusetts Association of Health Boards (MAHB) from where the discussion ended at the last BOH meeting. Ms. Porter commented that these guidelines are currently under review by MAHB and will likely be updated.

Section K covers miscellaneous responsibilities for the BOH. While the State regulates pesticides, the BOH issues permits for their use at schools in the case of a health emergency. Ms. Porter gave examples of bees or wasp nests or an infestation of rodents or insects. If pesticide use was permitted, parents would be informed and the work is usually done when students are not present. The BOH is notified when utility companies use herbicides to maintain clearance around power lines. This section of the guidelines also covers the nomination of animal inspectors, which is done annually. Lastly, the section covers the issuance of burial permits, the licensing of funeral directors, and the determination of locations for cemeteries. While the BOH issues burial permits, the records of burials are kept by the owners of the cemeteries.

The next section of the guidelines covers additional powers and authorities of local BOHs. The BOH can adopt and enforce reasonable health regulations and require vaccinations if there is a communicable disease outbreak in a low vaccination rate area. Schools also have their own vaccination requirements. Schools now take care of appointing a school physician. The BOH can be responsible for fluoridating the water. The BOH also can isolate and quarantine individuals with communicable diseases and make sure the patient follows the necessary medicine regimen. The BOH also has the power to condemn a dwelling deemed unfit for human habitation. The BOH also performs food inspections and makes sure food served at food establishments is from an approved food source. The BOH adopts the Federal Food Code and updates procedures when a new version is released by the government. The BOH can appoint milk inspectors and adopt bacterial standards for milk that are stricter than those of the State. If drinking water at a dwelling or restaurant is found unsuitable, the BOH can order the owner to switch to a new water source. Lastly, the BOH can adopt and enforce air pollution regulations.

Dr. Kiessling asked about the frozen yogurt machine testing. Ms. Dagle replied that a State approved laboratory analyzes a monthly sample from each frozen yogurt/soft serve ice cream machine for bacteriological testing. The results are sent to the BOH. She provided an example that one food establishment kept having bad test results due to a missed cleaning step, so the BOH ensured the machine was out of service until the issue was resolved.

The last section of the guidelines detailed the timetables for inspections. Some food establishments are inspected more frequently than others depending on the health risk based on the food served. For example, establishments that serve sushi are inspected more frequently. Pool inspections are done at least twice a year. The BOH also inspects camps, septic systems, housing, motels/hotels, and disposal of solid waste.

All these guidelines are currently being reviewed. This guidebook is comprised of regulations pulled out from across all the State laws regarding the responsibilities of the BOH. The updated version will have antiquated items removed and will have updates regarding schools as the Department of Elementary and Secondary Education regulates schools. Ms. Raj commented that the new guidebook will also include examples of regulations and scenarios where regulation is required.

#### Board of Health Action Items – Old and New Business

Ms. Porter presented the General Bylaws referencing BOH that were updated as part of the town-wide Bylaw review. Ms. Porter reported that the tobacco bylaws were updated per the changes in tobacco regulations. Ms. Porter commented the tobacco regulations will need to be re-visited in the future to address vaping. At that time, Ms. Porter would also like to discuss banning smoking on Town property. There were no changes to the noise regulation bylaws. The hazmat bylaws were also updated as the paperwork requirements have changed. The paperwork is now done electronically and all required businesses send a long form to the BOH and a shorter form with their contingency plan for the Fire Department.

#### Staff Reports

Ms. Porter attended the Teen Vaping Today presentation by Dr. Marisa Silveri. The talk covered teenage brain chemistry, why some people are more affected than others by stimulants, and concluded by discussing vaping and its impact. The presentation was filmed and the link to the video is available on the BOH website. There was also a presentation at the Middle School for parents and she is expecting to have a vaping presentation again for the teachers.

Ms. Porter and BOH staff have been working with establishments that sell vaping products. As of early December, businesses are required to put up extra signage regarding vaping, move all of their vaping products behind the counter, and make sure the vaping products do not exceed the 35 mg/ml nicotine limit. Ms. Porter added that the vaping detectors for the High School will be purchased this month.

Ms. Porter is working on applying for a grant between Concord, Carlisle, and Bedford for funds for a vaping cessation program. There are limited options for teenage vaping cessation as patches are meant for adults. Also, the amount of nicotine in vaping products are higher than those in the patches so there is a greater difficulty for maintaining a nicotine baseline in former vapers vs smokers.

Ms. Porter applied for a \$25,000 grant to cover the costs of the Interface referral system which provides residents with better fitting and more timely access to mental health providers. The grant would also help cover the cost for using a ride-share as one of the main difficulties people expressed is transportation to and from appointments. Ms. Porter has been in contact with Lyft. If the grant is not awarded, there are funds budgeted in the YFS and school budgets to cover the cost of the Interface program. Ms. Porter reported that Bedford can access the Interface system starting July 1st. Currently, the wait time for an appointment Eliot Community Human Services, the in-town counseling provider, is 14 weeks. There are limited appointments available in the Bedford YFS office and system-wide because there are a lack of providers. The main age groups

being seen in Bedford are student age or the elderly. Ms. Porter commented that the Director of Eliot originally said appointments were limited by space, which Ms. Porter said can be easily fixed. Ms. Porter would really like to see a therapist appointed full-time to Bedford. Ms. Dunn mentioned the Children's Mental Health Campaign, a recently passed law regarding children's mental health and insurance companies. Ms. Porter commented that Mr. Bang, the new HHS social worker, has used the program to help some families in Bedford.

Ms. Porter had a conference call with Lyft to get more information on a potential contract to help residents get to medical appointments. Funds towards this program may also be donated by the COA.

Ms. Porter did the first webinar for the Behavioral Health Training Institute for Public Health Professionals. She is working to sign up for the conference in April.

Ms. Dagle reported that it was a busy month for food establishment inspections.

Ms. Dagle reported that a Whole Foods employee overdosed in his car during a break. As he was working in the prepared food section that day, and using an abundance of caution, Whole Foods discarded all food that he was involved in preparing that day. This was the first time such an incident occurred at any Whole Foods. It was a good learning experience and exercise in interdepartmental communication as the Police informed the BOH of the incident.

Ms. Dagle reported that Continental Resources, a corporate cafeteria, submitted plans for an updated kitchen area.

Ms. Dagle reported she re-inspected Minuteman Diner after sending a letter regarding incorrect information of their plan review. Her final inspection is this coming Wednesday. The restaurant is hoping to open to the public January 10th following a soft opening for friends and family. Dr. Kiessling asked about the delay in opening. Ms. Porter commented that a lot of updates needed to be done to bring the restaurant up to code. There were also difficulties with the contractor. Ms. Dagle commented a lot of delays dealt with unreceived/missing paperwork.

Ms. Dagle commented that the Rainbow Adult Day Care Program has hired a food consultant in order to determine a menu that will allow them to work in the small kitchen area they are proposing.

Ms. Dagle reported that Stop and Shop will be part of a 10 year food study focusing on the deli department and food-borne illnesses. Ms. Dagle accompanied the State inspector as she is known to the food establishments in Bedford. The study will focus on handwashing, holding procedures, proper cleaning of the slicer and dating food products. The inspector had questions about the plan review process and commented that Bedford's plan review is in line with the State.

Ms. Raj asked if Ms. Dagle still feels connected to the food establishment inspection process as a contractor has been doing the inspections. Ms. Dagle commented she still reads the reports, determines if a re-inspection is needed, and performs the re-inspections as needed. She added that under the new Food Code, most food establishments are needing more re-inspections.

Ms. Thompson asked about Posto. Ms. Dagle commented that they are open and they started with just serving dinner. They recently opened to serve lunch as well. Ms. Porter commented that the owners should be attending a BOH meeting soon.

Ms. Dagle reported she did a housing re-inspection at 272 South Road. During a recent renovations, the stairs to the basement were removed as part of mold remediation, and the hole that was left needed to be covered before work continued. Code enforcement had declared the stairs not within code and they do not need to be replaced as there was another entry to the basement from the outside. The BOH will conduct a final inspection once all work is complete.

Ms. Dagle did a housing inspection at Bedford Village for the Housing Authority. Mr. Bang was also able to help the resident who was in need of services.

Ms. Dagle reported that the housing case at Heritage at Bedford Springs has been closed after the violations were addressed. The same complex has submitted Water Submetering Certification Forms to allow for the units to be individually charged for water/sewer usage.

Ms. Dagle announced the barn inspections were completed today and findings sent to the State.

Ms. Dagle attended a meeting held by the DPW regarding future 2020 projects that may impact other Town departments. Ms. Dagle thinks the only impact may be on the summer camps. Dr. Brunkhorst asked if the bus shelters were mentioned. Ms. Dagle replied that they were not mentioned as the shelters would not affect other departments. Ms. Porter will ask for an update of the installation process.

The vote was 5-0-0 in favor of adjournment.

At 9:33 p.m., Ms. Seymour moved to adjourn the meeting of January 6, 2020. Dr. Brunkhorst seconded the motion. The motion was approved unanimously.

**Documents and Exhibits Used During this Meeting**

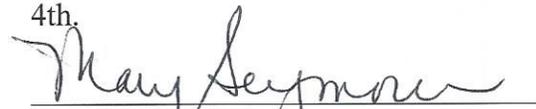
FY 21 BOH Budget

General Bylaws: Articles 7, 37 and 49

Duties of Local Boards of Health in Massachusetts, prepared by MAHB

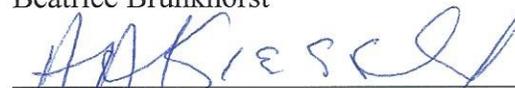
Staff Reports – Director of Health and Human Services and Assistant Health Director

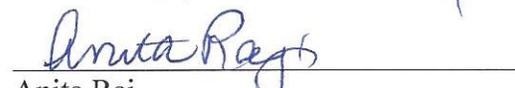
The next meetings of the Board of Health will be February 3rd, March 2nd, April 13th, and May 4th.

  
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Mary Seymour, Chair

  
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Sarah Thompson, Vice-Chair

  
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