

**Board of Health
Meeting Minutes
October 7, 2013**

Members Present:

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

Staff Present:

Heidi Porter, Director
Mary Firestone, Recording Secretary

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

Minutes:

Ms. Thompson moved to accept the minutes of the September 9, 2013, Board of Health meeting, as amended. Mr. Kinzer seconded the motion. Vote count: 5-0

BOH Policy for Approval of Invoices:

Mr. Kinzer moved that the Director of Public Health shall prepare all invoices, bills and receipts for submittal to the Finance Department for payment/reimbursement in a timely manner, at least monthly, and execute the Schedule of Departmental Bills Payable (Schedule), the summary bill sheet that accompanies the invoices, bills and receipts and that this Schedule shall be copied and maintained in departmental files and provided to the Board of Health for review at their next meeting. Mr. Wormstead seconded the motion. Vote count: 5-0

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

Liaison Assignments:

Mr. Wormstead attended the September 12, 2013 meeting of the Youth and Family Services Committee meeting. The Veterans' Agent spoke at the meeting. He said that 70 housing units are being built on the VA property for homeless veterans; the developer will pay property taxes. Sue Baldauf mentioned grant requests that she and Ms. Porter had submitted. Mr. Wormstead said that there are now 90 families housed at the Bedford Plaza Hotel and that the students there do not want to be known as "homeless". November will be observed as Unplugged Month in Bedford.

Mr. Kinzer said that the Hanscom Restoration Advisory Board meeting had been cancelled due to the federal government shutdown. He also said that town financial committee meetings have been delayed due to federal budget uncertainties.

Ms. Porter reported on the "Safe Routes to School" meeting. More cyclists are participating in the annual bike to school events and bike safety training has been available. Great news: it looks like one of the Department of Transportation projects will be funded --- crosswalk improvements, etc. at the intersection of Great Road and Mudge Way. She also reported on a CHNA implementation grant application that was submitted based on the findings of the planning grant that ended in September. A Pedestrian Master Plan will be developed, as well as an evaluation of the possibility of developing a local circulator bus route. At the schools, drop-offs at more remote sites may be arranged and, as a way of incentivizing bus ridership, bus riders may be let out early.

Ms. Porter said that Martin Mense, an employee of the Cystic Fibrosis Foundation, is serving as the BOH IBC community representative at Millipore. Improvements in laboratory signage had been proposed to utilize pictures showing what garb/equipment is needed for personnel entering each laboratory area.

Dr. Brunkhorst has not yet written the article on the new biological agent regulations; she may reach out to Bedford Citizen reporters. The Board discussed what should be included in the article.

Director's Report:

The town's developing Comprehensive Plan was discussed, especially the question of whether health strategies will be included. Carla Olsen is coordinating with Sue Baldauf and Ms. Porter. Mr. Kinzer expressed concern that the health issues have been raised late in the game. Ms. Porter said that she had consulted with Glenn Garber. The health document is meant to inform the town government and is not a document for public discussion at this point, though it is also not confidential. Past successes and deficiencies are given consideration. The suggestions are not meant to dictate a direction but to raise awareness. Ms. Olsen will do presentations to departments and to the Selectmen.

The BOH department is now fully staffed with Gemmesa Mercado as Administrative Assistant and Joyce Cheng as Community Health Nurse.

CDC flu surveillance is not being updated due to the federal government shutdown.

Forms for flu vaccination clinics will be available online.

Budget guidelines will be supplied by the Financial Committee in the next couple of months and the Board of Health is scheduled to appear before the committee on January 23.

Funding may be available from CHNA for a part-time hoarding case manager. Meanwhile, Jesse Edsell-Vetter of the Metropolitan Boston Housing Partnership has agreed to work on management of two current Bedford cases.

Board terms currently held by Mr. Kinzer and Mr. Wormstead will require re-election in March; Mr. Wormstead has stated that he may not choose to run for re-election due to his retirement and possible relocation.

The next meetings of the Board will take place on November 12 and December 9, 2013.

Mr. Wormstead moved to adjourn the meeting; Mr. Kinzer seconded the motion. Vote count: 5-0. The meeting was adjourned at 9:31 P.M.



Bea Brunkhorst, Co-Chair



Sarah Thompson



Tom Kinzer, Co-Chair



Anita Raj



Kevin Wormstead