

**Board of Health
Meeting Minutes
December 21, 2015**

Members Present:

Bea Brunkhorst, Co-Chair
Tom Kinzer, Co-Chair
Caroline Donnelly
Anita Raj
Sarah Thompson

Staff Present:

Heidi Porter, Director

Also Present:

Karen Dunn, Finance Committee Liaison to the
Board of Health

The meeting was called to order at 7:04 P.M. Mr. Kinzer chaired.

BOH Meeting Minutes:

Dr. Brunkhorst moved to accept the minutes of the November 9, 2015 Meeting of the Board of Health as amended; Ms. Donnelly seconded. Vote: 5-0.

Board of Health FY17 Budget - Preliminary Discussion

Ms. Porter explained that the Finance Committee put forth a guideline FY17 budget increase of 2.5% over the FY16 budget. For the Board of Health that represents a guideline budget of \$276,243. She further indicated that all of the budget items including salaries and expenses that supported the school nurses have been removed from the Board of Health budget and transferred to the School Department per the town's agreement with the schools and following Town Meeting vote in November 2015. The preliminary budget included an estimated merit article line item of 2.5% of the total budget. Ms. Porter is waiting to hear from Town Manager Rick Reed on what this number will actually be but used the 2.5% so the budget discussions could begin. The only line item that was proposed to be increased was Professional Services. Ms. Porter proposed to increase this line item by \$2,000 to accommodate tick outreach services by the University of Rhode Island, partner in the previous Community Innovation Challenge Tick Bite Prevention grant.

Ms. Porter further explained that she maintained the \$3,576 in the Computer equipment and communications line item because Public Health Emergency Preparedness (PHEP) funds may be decreasing and those funds are currently used for cell phone and iPad expenses.

Ms. Thompson asked about the uniform line item and whether that was for school nurse expenses. Ms. Porter explained that that line item is for clothing expenses (steel toe boots, non-slip shoes, rain gear) for the Health Agent, Community Health Nurse and Health Director.

Ms. Porter explained that there will be funding available from the Community Health Network Area (CHNA) 15 in FY17 due to a funding stream from Lahey Clinic. These funds are program specific in that they must be used for Healthy Communities type projects (i.e. making a community more walkable, establishing healthy dining programs and community gardens, engaging youth and elders in active living projects). So while PHEP funds are dwindling or becoming attached to more time consuming deliverables, the CHNA 15 funds cannot be used for the same "communication" purposes. This is why budget funds are proposed as they are.

Ms. Dunn asked about the type of programs the Board of Health has been involved with. Ms. Porter explained that 2 years ago we used grant funds to have Mark Fenton conduct a community assessment and present to Bedford partners in health and wellness on how to improve Bedford's walkability with a lens on Healthy Community parameters. This information was well received and helped to support another grant that resulted in the development of the Pedestrian and Bike Master Plan and furthered the conversation on Bedford adopting a Complete Streets policy, that was presented for the first time by the Selectmen at the November 2015 town meeting.

Dr. Brunkhorst asked whether funds should be included in the budget for programs and speakers. Ms. Raj indicated that the Department has been very successful in acquiring grants and that has enabled us to provide some great outreach and programs to the community over the past few years (prescription drug collection, medical sharps collection, tick testing, Healthy Dining and Health Communities programming). Ms. Porter stated that the Board will present a speaker on the opioid epidemic in the coming months and also wants to bring a presentation on suicide prevention.

Ms. Porter concluded the discussion by stating that this was a preliminary budget as we are still waiting for the merit article amount. She indicated she would update the budget once that number was received and the Board should be able to vote on the budget at the January 11, 2016 meeting.

Smoking in the Workplace – Draft Updated Regulation

Ms. Porter presented the draft regulation prepared by D.J. Wilson of the Massachusetts Municipal Association. The Board was in general agreement that the new regulation should be implemented. Some amendments include: addition of a definition for e-cigarette and prohibiting their use at workplaces, prohibiting smoking at membership organizations, hotels/motels and nursing homes, and prohibiting smoking and use of e-cigarettes at smoking clubs. The Board had some questions on the revised regulation that Ms. Porter will present to Mr. Wilson. She will also invite him to appear at the February meeting to discuss the proposed revisions.

Ms. Porter was going to inquire of Bedford hotels and motels as to whether they had a smoke free policy or offered smoking rooms to patrons and she would also inquire of Carleton Willard on their smoking policy.

The Board briefly discussed the possibility of making changes to the Retail Sale of Tobacco and Nicotine Delivery Products Regulation to restrict permit renewals for violations, ban flavored tobacco, alter the minimum age for purchase, ban roll your own cigarette machines, increase the tolling period for violations, and increase suspension periods for violators. Changes to this regulation will be discussed at a future Board of Health meeting.

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

Ms. Donnelly reported that she attended the Youth and Family Services Committee meeting. Nothing new was reported. Ms. Porter indicated that she just heard from the Housing Task Force that only 16 families remain at the Bedford Plaza Hotel as transitional families. The state funded program for those families ends on December 31st with most families receiving vouchers for housing. Any families who do not receive vouchers will be transitioned to interim housing outside of Bedford. The hotel intends to revert to serving transient guests.

Ms. Porter reported that she attended the Healthy Bedford/Safe Routes to School (SRTS) meeting where the SRTS/Department of Transportation project will be starting in 2016. The project focuses

on a crossing at the Police Station and improved walking paths across the town campus, by the high school to the middle school. A town engagement meeting will be announced followed by presentation of 30% design documents for Selectmen approval. SRTS is also promoting a Winter Walk given that the Fall and Spring walk and bike to school days are so successful.

Director's Report:

Ms. Porter is preparing a grant application for \$5,000 in funds to support perpetuation of the Healthy Dining Program, container gardens for seniors and healthy eating/food preparation program for residents with food insecurity, limited means, or limited cooking facilities.

The CHNA15 will be having an influx of funds in 2016 for communities to request through grant applications for health and wellness programs.

Ms. Porter reported that over 1000 flu vaccines were given by the Department this flu season. A flu clinic for returning college students is scheduled for the week between Christmas and New Year's.

All barn and animal permit inspections are taking place in December. We are required to report barn inspections to the state by December 31st of each year.

Clean Harbors was again chosen as the vendor for the 8 Minuteman Hazardous Household Products events held at the Lexington Landfill following a competitive bidding process.

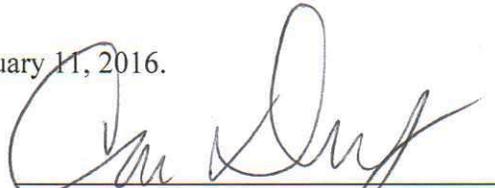
Ms. Porter reported that the state Department of Public Health and the local health departments in Massachusetts have been put on alert as to a potential response should avian flu be detected in flocks in Massachusetts. Although there has been no known transmission from birds to humans, some flocks have been impacted and required culling as a result. The response team includes state and local health departments, animal inspectors and the fire department. Chip-In farm has the only large chicken population in town.

Ms. Thompson moved to adjourn the meeting; Ms. Raj seconded. Vote count: 5-0.

The meeting was adjourned at 8:50 P.M.

The next meeting of the Board will take place on January 11, 2016.


Bea Brunkhorst, Co-Chair


Caroline Donnelly


Tom Kinzer, Co-Chair

Anita Raj

Sarah Thompson