

Noreen Guilfoyle, Chair  
Bernadette Chirokas, Vice Chair  
Leanne Jasset, Member

Kylee Sullivan, Director  
Mavis Stephany Lopez Silva,  
Office Manager



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## TOWN OF DEDHAM BOARD OF HEALTH

### Meeting Minutes of Tuesday, August 15, 2023

**Location:** Town Hall (450 Washington Street) Room 304

**The following Board of Health Members were present:**

Noreen Guilfoyle, Chair  
Bernadette Chirokas, Vice Chair  
Leanne Jasset, Member

**The following staff were present:**

Kylee Sullivan, Health Director  
Mavis Stephany Lopez Silva, Office Manager

**Meeting is called to order Tuesday, August 15, 2023 at 5:30 PM**

**Discussion & Vote: 6/20/2023 Meeting Minutes**

Vice Chair Bernadette Chirokas motioned to accept the minutes as written, seconded by Chair Noreen Guilfoyle. Member Leanne Jasset voted present as she was not present for the meeting. The Board voted 2-0 to accept the minutes as written.

**Discussion: Planning Board Master Plan Questions**

The Planning Board is reviewing the 2030 Dedham Master Plan and is interested in receiving the Board of Health's feedback on a couple parts of the plan that relate to public health. A copy of the 2030 Dedham Master Plan public health and livability section was included in the Board's packets. The Planning Board is interested in comments from the Board of Health about the following:

1. Goal PH1 and its strategies on page 25 (Goal 1: Invest in Dedham's Health Department's core public health services, cross-sector partnerships, and projects to reduce health risks, particularly for vulnerable residents).
2. The theme of fragmented local public health mentioned in Goal PH1 on page 25.

Vice Chair Bernadette Chirokas requested clarification on the Department's regional collaboration with NC-8. Director Sullivan reported that the Department has been a member of NC-8 for many years, primarily working with them on emergency preparedness efforts and medical reserve corps (MRC) training. Since the COVID-19 pandemic, the MA Department of Public Health (MDPH) has allotted increased funding of shared public health services, which NC-8 has received through grants. Member Leanne Jasset requested clarification on how NC-8 shared services affect daily Department operations and the Department's structure. Director Sullivan stated that shared services support is provided on an as needed basis and does not affect the Department's structure. Member Leanne Jasset encouraged the strengthening of collaboration not only between other communities, but also within Dedham's various Departments and Boards. Vice Chair Bernadette Chirokas asked if there are any services not currently being funded through these core services that should be funded according to the State's plan as listed

on page 25 of the Master Plan. Director Sullivan stated that, with new establishments and businesses opening in Town, there will be an increased need for inspectional and enforcement services. As such, resources will need to be available to be able to complete this work.

Member Leanne Jasset requests clarification on the difference between the additional costs of working with other communities and increasing Department staff to provide additional services focusing on more than mandated functions. Currently regional staff are funded through a grant and are not coming out of the Department's operating budget. If other positions were added to Dedham's Health Department, the process would be different.

Chair Noreen Guilfoyle inquired about the difference between a Chief Health Strategist and a Health Director. Director Sullivan will look into this and follow up with the Board.

Director Sullivan will forward these comments to the Planning Board.

### **Discussion: Tobacco Control Projects – MDPH Summer Internship Correspondence**

Sanskriti Madan, MDPH Summer Intern completed her internship with the Health Department and has provided feedback on the Town of Dedham's current Tobacco Regulations. A survey was sent to Tobacco Retailers in Dedham to determine levels of knowledge about the Board's regulations and the State's Laws. An analysis of the survey results indicated that:

- 6/13 (46.2%) agree that it is difficult to remember all the state laws and local regulations.
- 4/13 (30.8%) find it moderately difficult to stay up to date with state laws and local regulations.
- 4/12 (33.3%) were not familiar with the tobacco license renewal schedule.
- 5/13 (38.5%) are not familiar with all the signage requirements.
- The main challenges faced by tobacco retailers in complying with tobacco sales regulations are navigating overlapping state laws and local regulations, training their employees, and maintaining documentation from their distributors.

Director Sullivan will provide the current Tobacco Regulations to the Board for their review and continue discussion on possible updates to these Regulations.

### **Correspondence Received: Mustafa Alkhatatbih**

Mustafa Alkhatatbih, an ice cream truck owner reached out to express his interest in allowing ice cream trucks in Dedham. Mr. Alkhatatbih provided the following correspondence:

"We are a small family owned business serving Boston area and its surroundings since 2000. We take satisfaction in giving joy and happiness to our customers. Our vision is to bring happiness to people of all ages by delivering delectable ice cream that foster lifelong memories. Our mission is to give our consumers premium, handcrafted ice cream desserts prepared with the finest ingredients. We work hard to provide a welcoming environment where everyone can feel at home and smile while enjoying our sweets. We create a joyful atmosphere that everyone will appreciate, and we would like to bring that joy to the residents of Dedham. Putting a smile on a child's face is the best reward! Our crew is committed to offering outstanding service while making sure all the rules and regulations of every town they visit is being followed to the extreme extent. Kindly, would you please consider our request to operate in the town of Dedham and bring joy to its neighborhoods."

In 2009, the Board of Health voted to not allow ice cream trucks in Dedham due to various factors including concerns safety, complaint of noise, and to promote support of concession stands at parks. As such, the Board reiterated this decision and these concerns.

### **Update from Health Director**

**14 Arbor Lane:** A court hearing scheduled for August 15 about this property has been postponed. The purpose of this hearing will be for the judge to review a proposed budget created by the court-appointed receiver for bringing the property into compliance with the sanitary code. This budget is based on assessments of the property conducted at the end of May and beginning of June. Director Sullivan will keep the Board updated on any developments.

**127 Curve Street:** A court hearing was held on August 7th. At the hearing, the judge approved Town Counsel's request to appoint a receiver to bring the exterior of the property into compliance with the sanitary code and building code. Town Counsel requested an administrative inspection warrant of the interior of the dwelling to determine if there are any public health or building concerns. The judge stated that to provide due process, this request must be heard at a future in-person hearing. The court will reach out when this hearing has been scheduled. Director Sullivan will keep the Board updated on any developments.

**Emergency Shelters for Displaced Families:** There are currently two emergency shelters open in Dedham to house displaced families. The Department has worked with shelter operators to connect families to local resources such as the Dedham Food Pantry and St. Vincent de Paul. MDPH has hosted webinars about these shelters that are opening across the State in response to an increase in migrant families entering MA, the State's housing crisis, and homelessness in general. MDPH is connecting these families to immunization resources, medical screening and testing, and is focusing efforts on pregnant women, mothers, and children. MDPH has instructed local health to conduct any necessary communicable disease follow up and connect these families with resources as local health capacities allow.

**OpenGov:** Various Departments, including the Health Department, are transitioning to a new online permitting and inspectional system called OpenGov. Meetings with OpenGov representatives kicked off at the beginning of August with the goal of transitioning and implementing the program within a few months. The Health Department will transition from Metverse to OpenGov for all permitting and inspection needs aside from food, housing, and pool inspections. The Department's priority is to transition food, tobacco, dumpster permits before they expire at the end of the 2023 calendar year. This transition process will include training for Department staff and permit holders to learn how to navigate the system.

**Opioid Settlement Funds:** Director Sullivan has met with the Town Manager's Office to discuss anticipated funding the Town will receive for opioid settlements. The funds must be used to supplement and strengthen resources available to the community and families for substance use disorder prevention, harm reduction, treatment, and recovery. Plans for using funds should include:

- Incorporating community input from those directly affected by the opiate epidemic.
- Addressing service disparities to increase access and equity in treatment and services for opiate use disorder, prevention, and harm reduction relating to opiates.
- Leveraging existing state, city, town and community opiate use disorder, mental health disorder and behavioral health disorder programming and services.

Director Sullivan is working on a plan to garner community engagement through this process and to ensure appropriate town departments are involved.

**COVID-19 Relief Fund and ARPA Funding:** Funding made available through the COVID-19 Relief Fund at the beginning of the pandemic is dwindling. Once the funding runs out, the COVID-19 Relief Fund will no longer be available for residents. The Health Department requested and was approved for ARPA funding to continue this work, specifically for residents with housing and utilities needs. The Department is working with the Town Manager's Office to determine the best way to manage this program, such as through a third-party contractor.

**Public Comment**

No public was present for comment.

**\*Old/New Business**

Member Leanne Jasset inquired about potential COVID-19 Booster Clinics. The Department does not currently have any COVID-19 Booster Clinics planned.

A motion to adjourn the meeting was made by Member Leanne Jasset at 6:10 PM and seconded by Vice Chair Bernadette Chirokas. The Board voted unanimously 3-0 to adjourn the meeting at 6:11 PM.

This is to certify that the above is a true and accurate record of the minutes of the Board of Health's Meeting held on August 15, 2023, which minutes were approved on September 12, 2023.

Noreen Guilfoyle – Chair