



TOWN OF WAKEFIELD

BOARD OF HEALTH

Elaine M. Silva, Chair
Candace Linehan, Vice Chair
Marcy McCauley, Secretary

Call to Order: Elaine Silva, Chair called the meeting to order at 6:33pm.

Attendance: Elaine Silva, Chair, Candace Linehan, Vice chair, Marcy McCauley, Secretary.

Administration Present: Daniel Thompson, Health Inspector, Anthony Chui, Health Director, Melissa Lowry, Public Health Nurse, Jonathon Chines, Town Councilor.

Public Engagement: None. Public Participation closed at 6:35pm.

Approval of Minutes: Minutes from meeting dated November 20th, 2024. Linehan motions, seconded by Silva. Motion passed.

Health Director's Report: Director Anthony Chui discussed the retirement of Cindy Luongo, Office Administrator. Cindy provided unmatched customer service, served as the face of the department, and is thanked for her years of service. Vice Chair Linehan inquired about the Office Administrator role since Cindy Luongo's retirement. Director Chui clarified the position will be posted for applicants, and many of the duties will be performed by Inspector Dan Thompson during the interim.

Update on restaurants toward end of 2024 – Investigated a handful of non-compliant food establishments towards the end of 2024 within a two-week period. Many have improved significantly since the investigations. Discussed the most common violations seen this year such as lack of person in charge and inaccessibility to handwashing sinks. Discussed steps going forward to ensure better compliance with food establishments.

Regarding Open Meeting Law, Melissa Lowry, Public Health Nurse, discussed training for open meeting law to standardize and ensure compliance with regulation. Discussed possibility of scheduling with a subject matter expert to assist in training during a future meeting. Elaine Silva, Chair, commented about Board of Health trainings offered in the past, which are now offered online. Chair Silva recommended looking into providing board training to all health boards within the Melrose-Wakefield-Stoneham Health Departments to share ideas, talk about challenges facing each community, and linking them together. Melissa Lowry, Public Health Nurse, sent out emails regarding the open meeting law training. Director Anthony Chui commented that the training is a good introductory to meeting law, roughly 20 minutes long. Town Councilor Jonathon Chines commented in agreement with open meeting law training.

An offer has been made to a candidate regarding the Social Services Coordinator position and hopefully will be filled within the month. Once hired, they will resume the



same role Jason Stone provided and establish again the connection between the health and human services department and the food pantry. Wakefield Senior Center has been assisting with heating assistance applications and support. Town side assistance is not available but state side assistance through LEO is available.

Other Business not Reasonably Anticipated: Chair Silva inquired about grants available to us. Director Chui commented on the status of current grants, such as Wakefield's Tobacco Prevention grant, The third year of the stop school violence grant, which focuses on preventing youth violence and bullying.. MassCALL 3 is a grant focused on substance use prevention and behavioral health that is a possibility for us to apply for. Lastly, we continue to apply for MDPH interns through the Public Health Infrastructure Grant (CDC grant) as we have done for the past three years.

Secretary McCauley inquired about official notification to stores about new tobacco policy. Director Chui clarified that we sent out notification and Maureen Buzby, Tobacco Coordinator, did personal visits to each store with handouts to explain the policy. When a new policy is in place we prioritize education and will work with our stores during the start of the policy. We have a youth buyer program that assists in auditing these stores to ensure compliance with the age restrictions of the new policy. Chair Silva commented that Maureen has been a key component to tobacco enforcement and education for all of our businesses selling tobacco. Chair Silva recommends Tobacco Coordinator Maureen Buzby to attend a meeting soon to discuss the new tobacco policies with the Board. Chair Silva also recommends partnering with WCAT for these meetings. Director Chui comments in agreement.

Chair Silva comments on the necessity for a CPR/Chokesaver class to be available. Director Chui will investigate this training to offer as it was in the past on a yearly basis. Councilor Chines recommends partnering with the Recreation Department or the senior center and can provide space for this idea.

Adjournment: Next meeting will tentatively be held on February 19th, 2025 @ 6:30PM.

Vice Chair Linehan Motion to adjourn at 7:18PM. All In Favor 3-0-0. Adjourned.