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*By City Clerks Office at 10:30 am, Aug 18, 2025*



## MEETING MINUTES

City of Melrose  
City Hall  
562 Main Street  
Melrose, MA 02176

Committee/Board: Board of Health  
Meeting Day/Date/Time: Thursday, May 23, 2024

Location: Melrose City Hall, 562 Main Street  
Basement Conference Room

Temporary Chair needed to be appointed in Frank Brincheiro's absence.  
A motion was made by Carol Ann Licitra to appoint Lillian Kelly as the temporary chair for the meeting. Lillian Kelly accepted.

Call to Order: Carol Ann Licitra                      Time Called: 6:41 PM  
Second by: Lillian Kelly

In Attendance/Roll Call:  
Board Members: Carol Ann Licitra, Lillian Kelly (temporary chair for meeting)  
Health Department: Director Anthony Chui; Administrative Assistant Christy Bolduc; Regional Public Health Nurse Melissa Lowry

Approval of Minutes for April 18, 2024 on hold, pending next Meeting

Discussion on changes with Body Work Regulations regarding record keeping and patron tracking

Call to vote adoption on new Body Work Regulations:

Lillian Kelly made a motion to accept the adoption.  
Carol Ann Licitra second the motion  
Further Discussion: None

Carol Ann Licitra – Yes  
Lillian Kelly – Yes  
Frank Brincheiro– Absent  
PASSED 2-0-1

Anthony Chui's Health Director Report:

Joshua Hunter is the new inspector trainee. He started 2 weeks ago and will be a full-time trainee for 6 months. Once training is complete, he can apply for a job as an inspector. We are

in the process of hiring a new inspector since Michael Carlino has moved on. The new social worker has resigned after 2 weeks due to family issues. This position is now on hold pending the Override. The PHE Grant will supply the department with a family of CPR dummies and an AED trainer. The Public Health Nurses plan to provide trainings this fall.

Public Health Nurse's Report: See Attached

Carol Ann Licitra had a question about the noise issue. Residents were inquiring if complaints could be made anonymously. Director Chui replied yes, residents are welcome to make anonymous complaints. Discussion about the Building Department instructing residents to get work done to notify their abutters. Also, there is a nonemergency police line residents could call to make a complaint on weekends and after hours.

Public Comment:

Carol Ann Licitra made a motion to open Public Comment at 7:01 pm

Lillian Kelly second the motion

Further Discussion: None

No public comment was made

Carol Ann Licitra made a motion to close Public Comment at 7:02 pm

Lillian Kelly second the motion

Vote to close Public Comment:

Carol Ann Licitra – Yes

Lillian Kelly – Yes

Frank Brincheiro– Absent

PASSED 2-0-1

Next BOH Meeting in Melrose is June 27, 2024

Lillian Kelly made a motion to adjourn the meeting at 7:05 PM

Carol Ann Licitra second the motion

Further Discussion: None

Vote to adjourn the meeting

Carol Ann Licitra – Yes

Lillian Kelly – Yes

Frank Brincheiro– Absent

PASSED 2-0-1

Meeting Adjourned at 7:05 PM





## CITY OF MELROSE

### HEALTH AND HUMAN SERVICES DEPARTMENT

#### Board of Health

Frank Brincheiro, MD

Lillian Kelly R.N.

Carol Ann Licitra, L.M.H.C.

#### Health Director

Anthony Chui, MPH

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781)979-4130  
health@cityofmelrose.org

May 23, 2024

Re: April /May 2024 Public Health Nurse's Report

Communicable diseases, confirmed or probable cases for April 20, 2024 – May 23, 2024

|         |              |           |
|---------|--------------|-----------|
| 1 Case  | Norovirus    | Confirmed |
| 1 Case  | Hepatitis B  | Probable  |
| 1 Case  | Hepatitis C  | Probable  |
| 9 Cases | Influenza    | Confirmed |
| 1 Case  | Lyme         | Probable  |
| 9 Cases | COVID-19     | Confirmed |
| 2 Cases | Tuberculosis | Confirmed |

Ongoing review of cases in MAVEN.

Advising Wakefield and Stoneham public health nurses as needed on acute Hep A case and food borne illness (FBI) complaints.

Bi-monthly BP Screenings at Milano Senior Center – 6-8 residents/session. Volunteer, Debbie Powers, RN offers BP screenings on alternate weeks. Current volume ~ 6 -8 residents/session. Several residents taking advantage of having BPs checked weekly.

Attended 2024 MAPHN conference. Keynote address: The Impact of Climate Change on the Public Health.

Completed 2024 Melrose Public School Hearing and Vision Screening. There was a core group of 4 paid screeners supplemented by the Melrose, Wakefield & Stoneham public health nurses when available and 6 Umass Boston student nurses. Nursing students from Middlesex Community and Umass Lowell participated in one session each. There were 22 screenings for the 2024 school year. The estimated annual budget for the hearing and vision screening program is \$6,000 - \$6,500. This amount is underestimated because it does not include the public health nurse's time or volunteer help from other PHN's and students.

Sent Recreational Camp regulations (*CMR 105 430.00 Minimum Standards or Recreational-Camps for Children State Sanitary Code Chapter IV*), MDPH's slide presentation on changes to the regulations and supporting documents to Melrose camps. Will meet with camps to assist with development /updates of camp manuals prior to start of camps.

Attended a regional community NARCAN training at Stoneham Public Library open to all three communities.

Completing paperwork to order free Epi-pens for each Melrose School nurse from Epi pens for Schools.

Covered Stoneham PHN on Stoneham restaurant inspection as a follow-up to a food borne illness complaint.

Completed final oversight of 6 Umass Boston nursing students for 8-10 week community health internship and term paper.

Respectfully submitted,

*Melissa Lowry, MS, RN*