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MEETING MINUTES

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

Committee/Board: Board of Health

Meeting Day/Date/Time: Thursday, January 16, 2025

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

Call to Order: Carol Ann Licitra

Time Called: 6:34 PM

Second by: Lillian Kelly

In Attendance/Roll Call:

Board Members: Frank Brincheiro, Lillian Kelly, Carol Ann Licitra

Health Department: Director Anthony Chui; Administrative Assistant Christy Bolduc;
Public Health Nurse Melissa Lowry

Approval of Minutes for May 23 and October 17, 2024:

Carol Ann Licitra made a motion to accept the minutes

Lillian Kelly second the minutes

Further Discussion: None

Frank Brincheiro– Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

Frank Brincheiro Board Reappointment:

Anthony Chui explains the process of the three-year term reappointment. The mayor will bring the nomination to the City Council and the City Council will go through the approval process.

Health Directors Report:

Anthony is happy to announce there is not much going on regarding food and restaurant issues in the city. Our inspector Sashawna Gregory has been working with Cappas Trakside on Berwick St. In the past there has been some rodent issues and Sashawna is making sure their pest control is up to date. Also, there are a few new restaurants opening including Planted, an organic smoothie café, and Bangkok, a sushi restaurant. There was also a discussion on liquor licenses within the city and how the Board of Health in Melrose is not involved.

Public Health Nurse's Report- see attached.

Next BOH Meeting in Melrose is February 21, 2025

Carol Ann Licitra made a motion to adjourn the meeting at 7:25 PM

Lilian Kelly second the motion to adjourn the meeting.

Further Discussion: None

Vote to adjourn the meeting:

Frank Brincheiro– Yes

Carol Ann Licitra – Yes

Lillian Kelly – Yes

PASSED 3-0-0

Meeting Adjourned at 7:25 p.m.



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

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January 16, 2025

Re: December 11, 2024 – January 14, 2025 Melrose Public Health Nurse's Report

Melrose Communicable Diseases - confirmed, probable and suspect cases for December 11, 2024 – January 14, 2025

2 Cases	Calciavirus/Norovirus	Confirmed
1 Case	Hepatitis B	Suspect
1 Case	Hepatitis C	Probable
87 Cases	Influenza (not followed)	Confirmed
33 Cases	Novel Coronavirus – adult/child (not followed)	Confirmed
4 Cases	Novel Coronavirus – adult/child (not followed)	Probable
2 Cases	TB (1 in treatment, 1 to start testing)	

Reviewed Melrose MAVEN cases and provided holiday/sick leave coverage for Stoneham and Wakefield. Seeing increases in reported Norovirus, COVID, Influenza cases.

Distributed slideshow and written materials about *How to be an Effective Board Member* to the Boards of Health Members and staff in all three communities.

Milano Center BP Screenings and counseling for 5-10 residents/session in December/early January. Volunteer Debbie Powers, RN provides BP screenings on alternate weeks. Kara Powers is providing health education and resources 1-2 times/month.

Discussing feasibility of a Masters in Nursing preceptorship request with Director.

Recruited a new volunteer to work in the school hearing and vision screening program. The tax work-off volunteer will also participate in screenings as time permits.

Monthly PHN meeting focused on 1) planning a March Camps kick-off meeting clarify our expectations around health trainings, medication administration/documentation and storage and incident reporting, 2) setting local and community 2025 goals, 3) developing a common library of articles on a variety of topics that can be used regionally. Distributed two resource books, *Public Health Nursing, Population Centered Health Care in the Community and Public Health Nursing Scope and Standards of Practice 3rd edition*, to the other PHNs.

Respectfully submitted,

Melissa Lowry, MS, RN