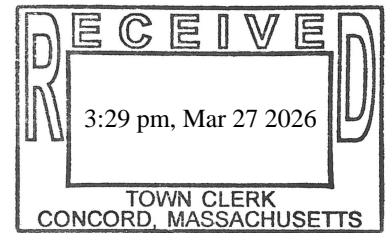


Concord Board of Health

February 25, 2026

Minutes



Pursuant to notice duly filed with the Town Clerk, the Concord Board of Health convened in a meeting both in-person at 141 Keyes Road in the 2nd Floor Conference Room and via Zoom at 7:00 PM on February 25, 2026.

CALL TO ORDER

Jim Whalen called the meeting to order at 7:04 PM.

Mr. Whalen confirmed that the meeting had quorum and that the members present were himself, Randy Kring, and David Ropeik. Katie Stanislawzyk and Andréa Joseph were present via zoom, alongside Portia Keady who arrived shortly after the meeting had started.

Melanie Dineen, the Public Health Director was present. Accompanied by Kimberly Lombardo, the Public Health Office Coordinator.

Tracey Flaherty was present in person, with her acquaintance Cynthia Pierce.

APPROVAL OF MINUTES (JANUARY 21, 2026)

The minutes from the Board meeting held on January 21st, 2026, were presented for approval by Mr. Whalen with no changes. Upon a motion duly made by Mr. Kring and seconded by David Ropeik, it was approved unanimously.

Roll Call to Vote:

Mr. Whalen - Yes
Mr. Kring - Yes
Mr. Ropeik – Yes

VOTED: All members present voted to accept the minutes of the Board of Health Meeting held on January 21st, 2026 in the form presented at the meeting.

VOTE ON AGENT FOR BOARD OF HEALTH

Director Dineen introduced the new Public Health Inspector, Andréa Joseph who started in her position February 2nd, 2026. She briefly explained how Andréa has started some training, learning, and completed joint inspections.

Andréa Joseph was presented to the members for approval to become an agent for the Board of Health. Upon a motion made by Mr. Whalen and seconded by both Mr. Kring and Mr. Ropeik, it was approved unanimously.

Roll Call to Vote:

Mr. Whalen - Yes
Mr. Kring - Yes
Mr. Ropeik – Yes

VOTED: All members present voted to accept Andréa Joseph as an agent for the Board of Health in the form presented at the meeting.

141 CATERINA HEIGHTS – SEPTIC SYSTEM ENFORCEMENT UPDATE

Ms. Dineen opened the update by reporting that the Health Department has received official documentation for 141 Caterina Heights, confirming approval of the building review and septic permit. The permit has been fully issued, and the residents are prepared to move forward with construction. She noted that while no firm construction deadline has been established—due to potential weather-related delays from snowfall, the team is coordinating with the residents to target an April groundbreaking.

Director Dineen added that she has followed up with the complainant, as the matter continues to present a nuisance concern. However, fines were suspended upon the resident’s submission of the Form C application.

18 NATHAN PRATT DRIVE UNIT 106 – APPEAL

Next on the agenda was the 18 Nathan Pratt Drive Appeal where Mr. Whalen started the discussion by inviting the two parties to join the table.

Ms. Dineen summarized that in early January, the Board of Health received a complaint about smoke odors. Public Health Inspector Michael Funaiole investigated and documented the complaint, but initially detected no odor, so no nuisance could be confirmed. After a subsequent email complaint, the complainant was advised that if the Board has nothing to observe at the time, they are unable to deem it a nuisance. On January 27, the complainant contacted the Board again, and during a follow-up inspection at Unit 106, Mr. Funaiole detected a strong smoke odor outside the unit. The Concord Police Department also responded that day. Based on this confirmed observation, an Order to Correct was issued, formally citing the condition as a smoking nuisance. The occupant complied and was informed of their right to request a hearing to appeal. Ms. Dineen affirmed her support of the inspector’s findings, stating an odor was clearly detected.

Ms. Flaherty identified herself as the tenant of Unit 106 and stated that she does not smoke in her apartment but had been burning incense and sage. She confirmed she stopped doing so upon receiving the Order to Correct. Cynthia Pierce, a longtime friend and Boxborough resident, spoke in support of Ms. Flaherty and expressed concern that she is now facing eviction proceedings initiated by an attorney—an issue not previously presented to or reviewed by the Board of Health. Ms. Pierce requested that the Order be vacated to help prevent her friend from losing her housing.

After hearing the appeal, the Board reviewed the documentation and agreed that an odor nuisance was present and had been observed. However, they determined that the language in the written Order should be revised to more accurately reflect the findings. The Board also discussed concerns related to Ms. Flaherty’s housing stability and lease compliance. While concluding that she had caused an odor nuisance, they found no definitive evidence that she was smoking cigarettes or marijuana in violation of her lease.

VOTE TO AMEND LANGUAGE OF WRITTEN ORDER

An addendum on the language of the written order for 18 Nathan Pratt Drive Unit 106 to establish an odor nuisance was presented to the Board by Mr. Whalen, it was approved unanimously.

Roll Call to Vote:

Mr. Kring - Approved
Mr. Ropeik - Approved
Ms. Keady - Approved

Mr. Whalen – Approved

VOTED: All members present voted to accept the addendum of the written language of the appeal in the form presented at the meeting.

PUBLIC HEALTH NURSE REPORT

Katie Stanislawzyk, the Public Health Nurse presented her January communicable disease report, noting overall case numbers and a continued decline in flu activity.

For community outreach, she attended the FEP Region 4AB Emergency Preparedness Tabletop Exercise with the Fire Department and collaborated with Fire to complete and submit Concord’s All-Hazards Emergency Preparedness Plan, including updates to Harvey Wheeler’s inventory list in preparation for the exercise.

She also participated in the HR Department’s Healthy Heart Event by providing blood pressure screenings for town employees. Ms. Stanislawzyk reported that the Community Health Improvement Plan is still being finalized and hopes to present it to the Board soon.

Additionally, that she continues to participate monthly in the blood pressure clinic at the COA and assisted Ms. Dineen with preparing camp inspection documents.

January 2026 Concord Communicable Disease Report

<u>Number of Cases</u>	<u>Disease</u>
46	Influenza
11	Novel Coronavirus (SARS)
5	Lyme Disease
2	Tuberculosis
0	Hepatitis B
0	Human Granulocytic Anaplasmosis
0	Pertussis
0	Yersiniosis
0	Enterovirus

PUBLIC HEALTH DIRECTOR REPORT

Presented by Director Dineen, the next item on the agenda was the Public Health Director’s Report. She began by confirming Andréa’s official start date was February 2nd. Ms. Joseph, the town’s new public health inspector, has since been completing onboarding and participating in training.

Director Dineen also mentioned that Andréa has been training in food inspections and will soon be moving onto camps, pools, septic and housing inspections. Emphasizing that the Department is now fully staffed as of February 2026.

As Ms. Dineen discussed winter preparedness, she revisited the mock shelter exercise previously mentioned by Ms. Stanislawzyk. She explained the structure of the drill, who participated, and how operations would function during a real emergency. She noted that following the recent weekend snowstorm, the town was fully prepared to open the shelter if conditions had required it.

In response to Mr. Ropiek’s question, Ms. Dineen described the internal “hot wash” conducted after the exercise, during which participants shared feedback on what worked well and what needed improvement. She also shared that FEMA will be hosting shelter training for town staff at the end of March.

One key challenge identified during the shelter exercise was staffing — specifically determining schedules and how the shelter would operate, whether that it be on a set schedule or around the clock. The overall goal is to ensure that all staff members are knowledgeable and prepared to assist if needed. During the exercise, Ms. Stanislawzyk served in a nursing role, while Ms. Lombardo managed intake procedures.

Director Dineen reported that Mike and Andréa have been actively conducting food inspections and are now preparing for the upcoming camp and pool season. She briefly reviewed camp permitting requirements, noting that Concord has a higher number of camps compared to many surrounding communities. However, the requirements remain consistent regardless of a camp's duration — once an operation is classified as a camp, it must complete the full permitting process and meet all regulatory standards. She also addressed how the winter season impacts soil testing and septic system installations, explaining that colder conditions can delay testing and septic installs

Ms. Dineen shared that she is partnering with Economic Vitality and Mimi Gramy to offer Choke and CPR training to Concord restaurants, though participation has been limited so far. She also provided an update on the Behavioral Health Collaborative, noting that the Recreational Department will be hosting a community health fair. Director Dineen highlighted ongoing efforts to better promote available mental health resources, explaining that the town's mental health clinicians are currently underutilized. Her team has been developing flyers and are preparing an advertisement for *The Concord Bridge* to help raise awareness of the resource.

Ms. Dineen provided a brief overview of a complaint the Board of Health received about bird feeding. She stated that after investigation it was determined there was no nuisance and the complainant has ceased to feed the animals. Additionally, she informed the resident giving the complaint that he is unable to appeal due to there being no order, but they were more than welcome to come and be heard in the public session.

Mr. Ropiek asked a follow-up question about inspection of rinks and indoor air quality. Ms. Dineen explained that Concord's rink uses an electric Zamboni and the only regulations that would arise would be from emissions and misfires from a propane engine.

PUBLIC COMMENT

There were no members of the public present for public comment.

ADJOURNMENT

With no other business, Mr. Whalen, adjourned the meeting at approximately 8:06pm.

MEETING MATERIALS

- [Meeting Agenda](#)
- January 21st Meeting Minutes
- 18 Nathan Pratt Drive Documentation
- Mental Health Flyers