



CITY OF SOMERVILLE, MASSACHUSETTS  
*HEALTH & HUMAN SERVICES DEPARTMENT*

KATJANA BALLANTYNE  
MAYOR

*KARIN CARROLL*  
*DIRECTOR OF HEALTH & HUMAN SERVICES*

**MINUTES**  
**BOARD OF HEALTH**  
**November 20, 2025**

Open Conference / Virtual (Zoom) Meeting

Members Present:

Brian Green, MD (Chair)  
Alyssa DuBois, Board Member  
Margaret H Coit, Board Member  
Karin Carroll, Director of Health & Human Services

- 1. Meeting Call to Order:** Brian Green made a motion to open the meeting at 6:02 pm. Margaret H Coit seconded. All in favor.
- 2. Minutes Approval:** Brian Green made a motion to approve the minutes from October 16, 2025. Margret H Coit seconded. All in favor.
- 3. K2 -Market- Transfer of Tobacco Permit**

K2 Market tobacco permit transfer was approved with the acknowledgement of the latest tobacco regulations. Brian Green made a motion to approve the permit transfer request. Alyssa DuBois seconded. All in favor.

- 4. Storm Water Project Manager - Stephanie Alimena**

Stephanie Alimena, Stormwater Program Manager, provided a brief overview of combined sewer overflow events (CSO) in Somerville and the City's policies and procedures regarding CSO events, including the Board's role.

Explanation of CSO event notification processes:

For the CSO outfall permitted to the city, we have an automated notification process that is sent out automatically via email in the event of a CSO activation. Stephanie oversees this process but in general these are automated.

For CSOs in other communities that are upstream of public access points in Somerville, we send out non-automated alerts (also via email) for CSO activations over 2 hours. Those are the emails folks may see from me starting the chain of command, and then the public alerts are sent by the Communication Department. DPW posts signage at the access points based on the locations impacted. These are all detailed in the emails as well.

## 5. Order of the Board of Health Designating the ISD Director/Superintendent as Signatory Agent- Karin Carroll

Karin Carroll presented the order to the Board for review and discussion.

In accordance with c. 193 of the Acts of 2008, the Board of Health of the City of Somerville hereby designates the Inspectional Services Department (ISD) Director/Superintendent as a signatory Agent of the Board of Health (the 'Board'), with full authority to sign on behalf of the Board in the enforcement all public health laws, codes, and regulations within the City of Somerville within the jurisdiction of the Board of Health as administered by the Health Inspectors of ISD.

The ISD Director/Superintendent, as Agent of the Board, shall have full authority to sign on behalf of the Board to:

1. Enforce all applicable public health statutes, regulations, and codes within the jurisdiction of the Board of Health and administered by the Health Inspectors of ISD;
2. Issue, suspend, or revoke health permits and licenses as authorized by law within the jurisdiction of the Board of Health and administered by the Health Inspectors of ISD;

Brian Green made a motion to approve Alyssa DuBois seconded. All in favor

Karin Carroll, MPH

Director of Health and Human Services

Acting Agent of the Board of Health

Date: 1/08/2026

K Carroll stated that this order formalizes the day-to-day operations of ISD Health and allows for the ISD Director to sign all health permits instead of the Director of HHS. This order was written and approved by both the city's law and Mayor's offices. There were no further questions from the Board and Brian Green reiterated that this was the original intention of the Board when the Health Inspectors were put under ISD years ago. Brian Green made a motion to approve the draft ordinance as read. Margaret Coit seconded. All in favor.

## 6. Inspectional Services- Food Inspections, Community, Complaints/Concerns, Questions from Board of Health

The City's food inspector, Maureen Lee, joined Colin Zeigler to give the Board an overview of the food inspection and permitting process in the city, as well as the recently updated Corrective Action Policy for food establishments.

## 7. Health and Human Services - Staffing, Department activity and events, budget and goals updates, questions from the Board of Health

Director Carroll shared the following updates from the Department.

- The Department has implemented a comprehensive plan of support for the unhoused including sharps collection boxes, public health vending machines, weekly huddle with multidisciplinary team, warming center in winter months, CHW outreach efforts and connections to services, as well as support to SHC engagement center, clinic and shelter expansion. The Public Health vending machines have recently been installed and are dispensing products in East and West Somerville. Utilization reports to follow.
- November was busy for the Veterans' Office who hosted several events: Hero Salute, Veterans' Day events and monthly breakfasts.

- HHS received 1 million dollars from Community Benefit funds to support local food initiatives such as food pantries, Food for Free, meal vouchers, carrot cards for youth and additional school markets.
- The COA also received some of the above funds to maintain senior transportation program due to end in January, providing Somerville seniors with transportation to the COA meals. We are grateful to the administration and city council for addressing these significant gaps.
- Public Health Nurses have held over 75 clinics to-date for both Flu and Covid clinics and have had good attendance.

## **8. Next Meeting: 12/11/2025**

**Meeting Adjourn:** Brian Green moves to adjourn the meeting at 6:52 PM. seconded by Margaret H Coit seconded. All in favor.

Respectfully Submitted,

Lucy Barrows  
Board of Health Recording Secretary