



BOARD OF HEALTH

~ MINUTES ~

Thursday, April 7, 2026

This meeting was held via remote participation using ZOOM and YouTube.

Called to order at 3:30 p.m.

Staff in attendance:

Remote Staff: Janelle Austin, Town Council's Office

Members attending:

Remote Members: Ann Smith (chair), Meredith Lepore, James Cooper, Thomas Dixon, Kerry McKenna

Public Participant:

I. CALL TO ORDER

II. BOARD OF HEALTH ACCEPTANCE OF THE AGENDA

Discussion:

III. PUBLIC ANNOUNCEMENT

Discussion

IV. BOARD OF HEALTH DISCUSSION

Discussion	Open meeting law complaints overview • 2 complaints were filed — one by Kimberly Latlippie (dated March 23rd, 2026) and one by Kate Garrett (dated March 19th, 2026) — both regarding the board's March 19th, 2026 meeting • Both complaints raise the same 2 allegations: • The meeting notice for March 19th wasn't sufficiently specific about the board's intended discussion • Emails sent to board members that day constituted deliberation outside a properly posted meeting • Tom Dixon clarified that the complaints referenced were from the filers, not from Town Counsel's office Proposed remedial actions • Janelle Austin outlined 3 remedial steps proposed in the draft responses: 1. Public release of the emails at issue, to be included with the minutes of the April 7th meeting 2. A further substantive meeting on the project at the next regularly scheduled meeting on April 16th, with 48-hour advance notice per open meeting law, including opportunity to ratify any discussion from March 19th 3. Ongoing commitment to reviewing and improving meeting notice practices and open meeting law compliance • Tom Dixon asked that the Town Counsel response letters be posted in the board's regular public packet and that the April 16th meeting and its agenda topic be publicly announced so residents are aware
Action:	Motion to approve the draft responses, to authorize town council to finalize and send the response to the complainant and division of open government and includes the draft letter in the packet for the April 16 meeting (Motion by: McKenna) (Seconded by: Lepore) Carried 5-0//Smith, Lepore, McKenna, Dixon, Cooper(Aye)

V. ADJOURMENT

Discussion:	Motion to adjourn at pm 3:42pm (Motion by: Lepore) (Seconded by: Cooper) Carried 5-0//Smith, Lepore, McKenna, Dixon, Cooper(Aye)
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Submitted by: Tomeka Gary