

DOVER BOARD OF HEALTH
Regular Meeting Minutes
April 13, 2026, 5:08 pm

MEETING CALLED TO ORDER / SUNSHINE STATEMENT

The meeting is called to order. The scheduled meeting is being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, and duly posted and advertised.

Ary Vanderstarre Orama, Board Secretary, called ROLL.

Name	Present	Absent	Excused
Darlene Kasko, President	X		
Rosita Scinto, V.P.	X		
Rhoda Myles	X		
Janice Anthony	X		
Irene Hansen			X
Alessandra Scarneo	X		

ALSO PRESENT

Marconi A. Gapas, Health Officer
Ary Vanderstarre Orama, Board Secretary
Councilwoman Judith Rugg
Natalia Canaveral, Keyboard Clerk
Claudia Choto, PHN
Maria Greco-Cuevas, REHS

Ary, Board Secretary entertained a motion to accept the minutes from January 12, 2026, reorganization and regularly scheduled meeting of the Board of Health.

A motion to accept the minutes from January 12, 2026, reorganization and regularly scheduled meetings was made by Rhoda Myles and duly seconded by Rosita Scinto.

Ary Vanderstarre Orama, Board Secretary, called ROLL.

Name	Motion	Second	Ayes	Noes	Abstain	Absent	Excused
Darlene Kasko, President			X				
Rosita Scinto, V.P.		x	X				
Rhoda Myles	x		X				
Janice Anthony			X				
Irene Hansen							X
Alessandra Scarneo			x				

CORRESPONDENCE:

- Massage Parlor Ordinance is currently under the town attorney's review. We received an email from the attorney on March 18th with final revisions on the businesses' hours of operation, and after a short discussion with Marconi, Health Officer and Ed, Business Administrator, we all agreed that should be kept as originally suggested to help prevent any illegal activities. Currently, we are waiting for the town attorney to submit the final draft to the Mayor and Council for approval.

OLD/NEW BUSINESS:

The following overview of old/new business was provided by Ary Vanderstarre Orama, Board Secretary:

- The 2026 licenses for Food Establishments, Tattoo, Permanent Makeup and Massage parlors have been renewed.
- Dogs and Cats registrations were processed during January and February. All renewals for pet licenses from this point will be charged a late fee.
- The Board has been advised that Financial Disclosure Statements are due by April 30th. These statements were distributed to all Board members via regular mail and email. Members were also informed that, for assistance with logging into the FDS portal, they should contact the Municipal Clerk, Tara.
- Health Department March activity report included Financial Report, Dog and Cat License Revenue, Animal Control Report, Nursing Report for February and Health Inspector Report.

- Ary informed the Board that the full-time Keyboarding Clerk position has been filled and introduced Natalia Canaveral as the new employee. Ary expressed that Natalia has been appointed as Alternate Deputy Registrar and, over the past few weeks, has been receiving comprehensive training in vital statistics, office operations, processing requests, and assisting the public and currently enrolled in initial CMR classes. Natalia has demonstrated strong initiative, focus, and the ability to learn quickly, and we are pleased to have her on our team. Additionally, a new intern, Raquel Linzalone, has joined the department. Raquel is currently a nursing student at CCM and will be assisting the Public Health Nurse for a few hours per week.

HEALTH OFFICER'S REPORT:

Marconi Gapas, Health Officer, provided the following update:

- The Health Officer informed the Health Department has been approved for the Lead Grant, and budget revisions have been submitted to the state. This grant allows us to supplement the salaries of additional staff such as Outreach personnel and a Communicable Disease Investigator, as required by the grant, and to purchase other necessary equipment.
- Currently, the grant requires the Public Health Nurse to dedicate 80% of her time to lead-related responsibilities, with the remaining 20% allocated to school audits and CDRSS general cases. The Health Department is fully compliant with all required staffing standards.
- The Health Officer explained the process regarding monitoring Child Lead cases and that it is mandatory for kids to be tested for lead at 12 months and at 24 months. These tests are done by the pediatrician.

NOTES – DISCUSSIONS:**THE MEETING WAS OPENED TO MEMBERS OF THE BOARD**

- Claudia Choto, PHN, provided a brief overview to the Board regarding the child lead investigation process. She noted that, since most homes in Dover were built prior to 1978, they are more likely to contain lead, which may expose children living in those properties to lead poisoning. Claudia also reported that the new intern, Raquel, has been introduced to the CDRSS system and will eventually accompany her on school audits.

THE MEETING WAS OPENED TO MEMBERS OF THE GENERAL PUBLIC:

- No member of the general public are present.

ADJOURNMENT:

A motion to adjourn the meeting made by Darlene Kasko and duly seconded by Rosita Scinto.

Ary Vanderstarre Orama, Board Secretary, called ROLL.

Name	Motion	Second	Ayes	Noes	Abstain	Absent	Excused
Darlene Kasko, President	X		X				
Rosita Scinto, V.P.		X	X				
Rhoda Myles			X				
Janice Anthony			X				
Irene Hansen							X
Alessandra Scarneo			X				

MEETING ADJOURNED
5:47 pm