

**BOARD OF HEALTH
Topsfield Town Hall
MINUTES
8 West Common Street, Topsfield, MA 01983
VIDEO/TELE CONFERENCE**

Date:	Wednesday, June 21, 2023
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ATTENDANCE:

BOARD MEMBERS	PRESENT
Sheryl Knutsen RN Chair	Yes
Mark Rizza	Yes
William Hunt Esq.	No
Ellen Eaton RN	Yes
Amy Lischko MSPH, DSc	Yes

STAFF MEMBERS	PRESENT
Gerard McDonald, Health Director	Yes
Julia Lobel RN, Tri-Town Public Health Nurse	Yes
Susan Winslow, Minutes Secretary	Yes

VISITORS PRESENT: James O'Brien, General Manager – Topsfield Fair, Daniel Johnson RS, Richard Gandt, Topsfield Cable Television
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OPENING

The meeting of the Topsfield Board of Health was called to order at 6:31 pm on June 21, 2023 by Chair Sheryl Knutsen.

ANNOUNCEMENTS

Chair Sheryl Knutsen made the following announcements:

Pursuant to Chapter 2 of the Acts of 2023, this meeting/public hearing will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: Zoom Meeting – see connection information below to join the meeting by Zoom videoconference or calling in by phone. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield Town Website, at www.topsfield-ma.gov. You may also reach out to the Topsfield Board of Health at health@topsfield-ma.gov or 978-887-1520 for information/assistance. No in-person attendance of members of the public will be permitted, and public participation in any public hearing conducted during this meeting shall be by remote means only.

- The Recording Secretary is taking Meeting Minutes. This meeting was also recorded by Topsfield Cable Television.

MOMENT OF SILENCE

Chair Knutsen led the Board and Visitors in a moment of silence.

Chair Knutsen announced that items would be taken out of order until the Health Director could join the meeting.

MEETING MINUTES

May 17, 2023

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of May 17, 2023. There were none.

VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of May 17, 2023 as written. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote.

Eaton – yes

Lischko – yes

Rizza - yes

Knutsen – yes

The motion was approved in a vote of 4-0.

TRI-TOWN PUBLIC NURSE REPORT

Tri-Town Public Health Nurse Julia Lobel RN reported the following:

Topsfield BOH Update 6/21/23

COVID:

Greater Cape Ann Community Collaborative (GCACC) vaccine clinics paused until town leaders determined if there is a need for GCACC moving forward (IE purchasing vaccines as a collaborative in the future, COVID, Flu, Shingrix, RSV, Pneumo). Ipswich is no longer acting as the financial agent for GCACC, no COVID clinics can be run under GCACC.

Topsfield has MCVP in place of Wendy. We are able to transfer vaccines from Hamilton to Topsfield in MIIS (while vaccines are still free from the federal govt). Payment goes directly to Topsfield now.

Hamilton Town Administer plans to meet with other TAs in GCACC communities to determine the path moving forward.

Update on expired ihealth test kits - no other expiration date extension on test kits, per company reps, throw away expired test kits.

Rachel, Wendy, and I completed an After Action Report for GCACC's response to COVID-19 and presented it to the GCACC steering committee last week. A big thank you to Sheryl who helped walk me through the After Action process and reviewed past examples of ones she was involved in writing and shared the one on file from Tri-Town response to H1N1 epidemic.

Opioid Settlement Fund Discussion:

Topsfield had its first preliminary opioid roundtable discussion on June 6th. Gerry, Sheryl & Julia attended along with the fire & police chief & TA. Next date TBA. Topsfield has received \$31,543 to date from J&J. An addl. amount TBD, has not been received yet from Teva, Allergen, CVS, Walgreens, and Walmart fund.

Camps:

Working on summer camp inspection of immunization and medical records and policies. There are 10 recreational camps for children in the Tri-town. I am reviewing policies for 9 of the camps. Would like to move toward a more streamlined approach for camps submitting information. I have reviewed process used by other cities and towns with multiple camps to create an easier process for camp director, camp inspectors, and public health nurses to create enhance understanding and compliance with MDPH Community Sanitation regulations in the Tri-town. Two camps are new.

OLD BUSINESS

FY24 VNA Care Contract

Chair Knutsen reported that the Board received the correct FY24 contract including the correct amount: \$10,550.29. Chair Knutsen asked if there were any questions or comments. Mr. Rizza noted that the travel fees may be higher in FY24 because the VNA Care satellite office has moved from Danvers to Woburn. After determining that there were no further comments or questions, Chair Knutsen informed the Board that she would entertain a motion.

VOTE: Ms. Eaton made a motion to approve the FY24 VNA Care contract. Seconded by Mr. Rizza. Chair Knutsen then called for a roll-call vote:

Eaton – yes

Lischko – yes

Rizza – yes

Knutsen – yes

The motion was approved in a vote of 4-0.

Health Director Gerry McDonald joined the meeting at 6:54 pm.

North Coastal Environmental Management Contract for FY24

Health Director McDonald informed the Board that he has been in communication with Mike Rostkowski from North Coastal Environmental Management who told him the FY24 Contract is not yet ready but will be submitted soon.

APPOINTMENTS

5 Woodbrier Road Local Upgrade Approval Requests

Daniel Johnson RS, owner of Domestic Septic Design Inc., representing Alan Finger of 5 Woodbrier Road presented the following:

- Request to reduce the offset from Soil Absorption System (SAS) to house foundation from twenty (20) feet to five (5) feet.
- Request to reduce the offset from Soil Absorption System (SAS) to property line from ten (10) feet to five (5) feet..

Mr. Johnson explained that the property is narrow and has wetlands traversing the rear of the property. Due to the site restrictions, the proposed system is a Presby Enviro-Septic system, replacing cesspools. Mr. Johnson explained that this system will require a reduction in offset between Estimated Seasonal High Groundwater and the bottom of the leach field from four (4) feet to two (2) feet.

Health Director McDonald suggested that the homeowner should be required to have a survey of the property conducted and staked to ensure the proper setback from the property line. Mr. Johnson confirmed that this will be done.

VOTE: Mr. Rizza made a motion to approve the Local Upgrade Approval requests for 5 Woodbrier Road. Seconded by Ms. Eaton. After determining that there were no further comments or questions, Chair Knutsen called for a roll-call vote:

Eaton – yes

Lischko – yes

Rizza - yes

Knutsen – yes

The motion was approved in a vote of 4-0.

Safari Camping Permit Application

Health Director McDonald presented the second iteration of the Safari Camping Permit that was first presented to the Board at the May 17, 2023 meeting, incorporating suggestions made by Board members at that time.

Board Members discussed the documents and invited Topsfield Fair General Manager James O'Brien to comment. Mr. O'Brien informed the Board that Topsfield Fairground requirements for events such as this meet and exceed the requirements put forth in the proposed document. Mr. O'Brien emphasized that the Topsfield Fair Grounds has no plans to become a permanent type of campground and will not be allowing any camp fires at the SoulFest! event. Mr. O'Brien also noted that, in his opinion, the fee of \$200.00 per day for the Safari Camping Permit is too high.

After a lengthy discussion, Board Members thanked Mr. O'Brien for his input and Chair Knutsen informed the Board that she would entertain a motion.

VOTE: Mr. Rizza made a motion to accept the Safari Camping Permit Application form as submitted at this meeting and to be revisited at the September 20, 2023 Board of Health Meeting. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Eaton – yes

Lischo – yes

Rizza – yes

Knutsen – yes

The motion was approved in a vote of 4-0.

HEALT DIRECTOR REPORT

Health Director McDonald reported the following:

- Review of septic plans and Title 5 Inspection Report reviews continue.
- Inspections are underway for two septic system repairs.
- The Health Director has been working with John Coulon RS to conduct food establishment inspections, pool inspections and the annual inspection at Hood Pond.
- Review of camp applications are underway and camp inspections have started.
- There are no current housing issues.
- Local events including the Strawberry Festival, the Block Parties at the old Highway Garage, Monster Truck event at the Fair Grounds and the Town's farmer's market, "Homegrown Event" have required food inspections.
- Building permit reviews continue.
- The office remains very busy.

OLD BUSINESS

Public Health Excellence (PHE) Grant Update

- The FY24 Work Plan and FY24 Budget have been submitted. Mr. McDonald has received word that some items require further review and must be resubmitted by August 26, 2023.
- PHE Meetings including Topsfield, Boxford and Middleton are conducted monthly.
- It is expected that in FY24, the PHE Grant will be awarding \$336,000 to Topsfield/Boxford/Middleton for shared services, with Topsfield acting as the host.
- Chair Knutsen informed the Board that Mr. McDonald has been doing a great job becoming familiar with the PHE Grant.
- It is hoped that there will be a viable candidate for the PHE funded position of Tri-Town Public Health Inspector for FY24. Ms. Knutsen expressed gratitude to John Coulon RS for stepping in to assist with food, pool and beach inspections and noted that Tri-Town Public Health Nurse Julia Lobel RN is doing an excellent job with camp permit application reviews and assisting with camp inspections.

American Rescue Plan Act Grant (ARPA)

Chair Knutsen reported that she and Mr. McDonald attended an ARPA meeting the week of June 12, 2023. Ms. Knutsen shared the following information:

- The Board of Health was allocated \$100,000 in ARPA funds.
- Funds must be allocated by December 30, 2023.
- There is approximately \$69,000 left for the Board of Health to allocate.
- The Board of Health has worked with the Fire Department to use BOH allocated funds to purchase items for the Topsfield Fire Department.
- Chair Knutsen spoke with Topsfield Police Chief Neal Hovey to offer to assist with items that the Police Department may need.
- Other uses for the BoH allocation may include seed money for a potential TBOH vaccine revolving account.

Signature Authorization Form

Chair Knutsen informed members that the Board of Health must vote on primary and back-up signatories for Board of Health FY24 payroll and bill warrants.

VOTE: Ms. Eaton made a motion to authorize Sheryl Knutsen RN as primary signatory and Mark Rizza as back-up signatory for the Board of Health for FY24. Seconded by Ms. Lischko. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

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Eaton - yes

Lischko – yes

Rizza – yes

Knutsen – yes

The motion was approved in a vote of 4-0.

Bill Payments and Revenue

- The Board reviewed bill payments made since the May 17, 2023 meeting in the amount of \$5,009.00 from the PHE Grant and \$1,309.00 from the Board of Health Budget.
- The Board reviewed revenue since the May 17, 2023 Meeting in the amount of \$16,000.00, of which \$12,000 was from vaccine reimbursement.
- Chair Knutsen thanked Mr. Rizza for his assistance with Vaccine Reimbursement and the FY24 Budget Process.

PHE Stipend

Board Members revisited the topic of a stipend from the PHE Grant Budget Line for Grant Administration discussed at the May 17, 2023 meeting.

- Board Members reviewed a narrative of work conducted on the PHE Grant submitted by Susan Winslow.
- Board Members discussed possible options to compensate employees for scope of work beyond their Town of Topsfield job descriptions to administer a grant that covers the towns of Topsfield, Boxford and Middleton.
- Board Members agreed that the PHE Grant stipulates \$8,000.00 for Grant administration in Fiscal Year 2023.
- After a lengthy discussion, Board Members came to a consensus that Board of Health employees put in a significant amount of time above and beyond their job descriptions to administer the PHE Grant for the Tri-Town.

VOTE: Mr. Rizza made a motion to support the distribution of FY23 Public Health Excellence(PHE) Grant Administration Funds to the Topsfield Board of Health staff who launched, maintained and administered the PHE Grant for FY23 and the Board of Health recommendation is that \$5,000 be distributed to Sue Winslow who carried the majority of the responsibility and the remainder of the \$8,000 allocated to FY23 PHE Grant Administration to be split between the current and previous Health Director. Seconded by Ms. Lischko. After determining that there was no further discussion, Chair Knutsen called for a roll call vote.

Eaton - yes

Lischko - yes

Rizza – yes

Knutsen – yes

The motion was approved in a vote of 4-0.

CORRESPONDENCE

- Email dated 5/22/23 from resident Daniel Chesnulovitch regarding mattress disposal.
- Letter dated from Northeast Massachusetts Mosquito Control (NEMMC) dated June 13, 2023 indicating a decrease in the cost for FY24 due to reduced staff at NEMMC.

ADJOURN

Chair Knutsen asked if there was any further business. Determining that there was none, Ms. Knutsen called for a motion to adjourn.

VOTE: Mr. Rizza made a motion to adjourn. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Eaton – yes

Lischko – yes

Rizza - yes

Knutsen – yes

The motion was accepted in a vote of 4-0 and the meeting adjourned at 8:58 PM.

Minutes respectfully submitted by Susan Winslow.

Per the Open Meeting Law, the documents that were either distributed to the Board of Health before the meeting or introduced at the meeting were:

- June 21, 2023 REVISED Agenda
- May 17, 2023 Meeting Minutes
- 5 Woodbrier Road Septic Design Plan
- 5 Woodbrier Road Form 9A Local Upgrade Approval Request
- Draft Topsfield Safari Camping Permit Application
- Draft Topsfield Safari Camping Permit Abutter Notification Form
- FY24 Signature Authorization Form
- Susan Winslow PHE Work Performed Narrative
- Email dated 5/22/23 from Douglas Chesnulovitch
- Letter dated June 13, 2023 from Northeast Massachusetts Mosquito Control (NEMMC)
- Bill Lists
- Revenue Sheet

These Meeting Minutes were approved at the July 19, 2023 Board of Health Meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.