

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

<b>Date:</b>	Wednesday, October 20, 2021
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**ATTENDANCE:**

<b>BOARD MEMBERS</b>	
Sheryl Knutsen RN Chair	yes
Mark Rizza	Yes
William Hunt Esq.	Yes
Ellen Eaton RN	Yes
Amy Lischko MSPH, DSc	Yes

<b>STAFF MEMBERS</b>	<b>PRESENT</b>
Health Director Wendy Hansbury	Yes
Susan Winslow, Minutes Secretary	Yes

<b>VISITORS PRESENT:</b> Town Barry Keppard of MAPC, John Judd PE, Joe Sciora
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**OPENING**

The meeting of the Topsfield Board of Health was called to order at 6:30 pm on October 20, 2021 by Chair Sheryl Knutsen.

**ANNOUNCEMENTS**

Chair Sheryl Knutsen made the following announcements:

*Pursuant to Chapter 20 of the Acts of 2021, 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 <https://www.topsfield-ma.gov/>. You may also reach out to the Topsfield Board of Health at [health@topsfield-ma.gov](mailto: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.*

## October 20, 2021 Meeting Minutes

*Chair Knutsen announced that Recording Secretary Susan Winslow was taking Meeting Minutes. Ms. Knutsen asked if anyone else wished to record the meeting. There was no-one else who wished to record the meeting.*

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

### APPOINTMENTS

#### 30 Woodside Road Variance Request

John Judd PE from Gateway Consultants presented the variance request for 30 Woodside Road. Mr. Judd explained that the current septic repair plan is similar to the repair plan that was approved sixteen years ago but was not completed. Ms. Eaton questioned why the system was not repaired at that time. Mr. Judd responded that the applicant's father owned the house, then moved away and died and the current owner, Joe Sciora wants to complete the job. Mr. Hunt expressed concern that the septic design plan approved sixteen years ago was never implemented and suggested that the homeowner should return to the Board after hiring an installer, or that the Board should implement a time frame in which this repair must be completed to ensure that the work is done. Ms. Hansbury informed the Board that it would be unusual for the homeowner to hire an installer without an approved septic design plan, as it would be impossible for a contractor to give someone a quote on a job without an approved plan. Mr. Sciora, the homeowner, joined the meeting to explain that although the system was not repaired during the time his father owned the home and the subsequent years, the leach pit was found to be 18 inches in groundwater during a recent Title 5 Inspection and he wants to repair the system as soon as possible in order to sell the home.

*VOTE: Mr. Rizza made a motion to allow a one (1) foot reduction in vertical offset between seasonal high water table and bottom of leaching facility due to surface drainage concerns at the foundation at 30 Woodside Road. Seconded by Ms. Lischko. After determining that there was no further discussion, Chair Knutsen called for a roll call vote:*

*Knutsen – yes*

*Rizza – yes*

*Eaton – yes*

*Hunt - abstain*

*Lischko – yes*

*The motion was approved in a vote of 4-0-1.*

#### Barry Keppard, MAPC

Chair Knutsen welcomed Barry Keppard from MAPC to the meeting to speak with the Board regarding the Excellence in Public Health Shared Services grant. Mr. Keppard expressed gratitude to Health Director Hansbury for her efforts to obtain the grant which is one of 24 such grants in the state, most of which include 3 shared communities. Topsfield, Boxford and Middleton will be sharing in this grant and the MAPC will be the grant host. Mr. Keppard gave the Board the following information:

- The grant term is three years in the amount of \$213,000.
- Topsfield/Boxford/Middleton will be hiring environmental expert contractors to assist with Inspectional coverage and Public Health nursing duties in the Tri-Town.
- Memorandums of Understanding (MOUs) will be developed with the assistance of MAPC.
- There are 24 Grantees in Massachusetts.
- MAPC Coordinators are Elaine Zhang and Barry Keppard.
- This round of funding extends through the end of FY23; more rounds are expected in the future.

Mr. Keppard thanked the Board Members and Health Director Wendy Hansbury for working with MAPC on this project.

## MEETING MINUTES

### September 15, 2021 and September 20, 2021

Chair Knutsen asked the Board Members if there were any comments/questions regarding the Meeting Minutes of September 15, 2021 and September 20, 2021. Ms. Eaton noted that on page 2 of the September 15, 2021 Meeting Minutes, the word "Meeting" was missing in the first sentence.

*VOTE: Mr. Rizza made a motion to accept the Meeting Minutes of September 15, 2021 and September 20, 2021 with one edit as noted in the Minutes of September 15, 2021 on page 2. Seconded by Ms. Eaton. After determining that there were no further comments or questions, Chair Knutsen called for a roll-call vote.*

*Knutsen – yes*

*Rizza – yes*

*Hunt – yes*

*Eaton – yes*

*Lischko – yes*

*The motion was approved in a vote of 5-0.*

## COVID-19 UPDATE

Ms. Hansbury reported the following:

- 260 COVID-19 Pfizer Booster Vaccines have been administered at the Thursday Topsfield Board of Health COVID-19 Vaccine Clinics.
- The next COVID-19 Vaccine clinic is scheduled for November 18, 2021.
- 14 Day positivity rate is 0.97% - 6 cases in past two weeks, and trending lower.
- 7 Day average of confirmed cases in Massachusetts is 1,041..
- Moderna Booster Vaccine has been approved by FDA; must also receive CDC approval before Town can offer it.
- Greater Cape Ann Coalition (GCAC) has ordered Moderna vaccine in anticipation of CDC approval to be prepared for November 18, 2021 Vaccine Clinic.
- There has been positive feedback from residents about Vaccine Clinics.
- Use of the Public Hall for Vaccine Clinics has worked well.
- The Board of Health used MAPC State Earmark COVID-19 Funds to purchase 40,000 masks for distribution at the Fair.
- Pandemic Nurse Julia Lobell RN staffed the Booth at the Fair offering vaccines. Ms. Hansbury expressed gratitude to the MRC volunteers who assisted at the Booth and with distribution of masks.
- Thank you to Board Member Mark Rizza for his continuing technical support and Board Member Ellen Eaton for her assistance at the Fair and at the Vaccine Clinics.

## FINANCIALS

Board Members reviewed revenue received since the September 20, 2021 Meeting as well as invoices that have been paid since that time.

## HEALTH DIRECTOR REPORT

Health Director Hansbury gave the Board a report of recent activities including but not limited to:

- Conducted Two Food Safety Classes for Food Vendors at Topsfield Fair prior to opening.

## October 20, 2021 Meeting Minutes

- Hired two additional inspectors for Fair Food Vendor Inspections.
- Conducted Pre-opening inspections and extensive ongoing oversight for food vendors at Fair.
- Obtained 40,000 masks for distribution at the Fair.
- Followed up on two mask complaints from Fair attendees.
- Other:
- Department Head Meetings.
- Follow up on complaints from residents.
- Flu Vaccine Clinic.
- COVID Vaccine Clinics.
- Public Safety Meetings..
- COVID-19 ZOOM Calls with Massachusetts Department of Public Health and Greater Cape Ann Coalition.
- Covering Topsfield Inspectional Services while they have had no Administrative Personnel.
- Answered resident questions about vaccines and COVID-19 protocols.
- Septic Projects:
- 8 projects underway since the last meeting including distribution box replacements and septic repairs.
- Numerous building projects under review.
- Review of septic design plans and Title 5 Inspection Reports.
- Preparation underway for food permits for Castleberry Fair (25 Food Vendors) and Holiday On the Green (number of food vendors or food trucks still to be determined)

Ms. Lischko asked the Board to consider whether face coverings should be required at the Castleberry Fair event at the Fairgrounds on November 12 – 14, 2021. Health Director Hansbury informed the Board that there is no current mask mandate at the State level for large gatherings. Ms. Hansbury informed the Board that the Castleberry Fair will be held in the Arena at the Fairgrounds which is leased out to a private party for this event. It is a large, well-ventilated structure. Mr. Rizza informed the Board that COVID numbers are trending downward. The Board determined that if COVID numbers start to trend up and there is concern regarding increased COVID infections, the Board could potentially hold an emergency meeting before the Castleberry Fair. The Board determined that this item will be placed on the November 17, 2021 Agenda for follow-up.

## FINANCIAL STATEMENTS

The Board reviewed revenue received and bills processed since the September 20, 2021 Meeting. Ms. Hansbury informed Board Members that all revenue received at the Board of Health goes into the Town's General Fund.

## OTHER

Chair Knutsen informed the Board that she will be speaking to Nursing Students at Merrimack College about Public Health Emergency Preparedness.

## ADJOURN

*VOTE: Ms. Eaton made a motion to adjourn at 7:48 PM. Seconded by Mr. Rizza. Chair Knutsen called for a roll-call vote:*

*Knutsen – yes*

*Rizza – yes*

*Hunt – yes*

*Eaton – yes*

*Lischko – yes*

## October 20, 2021 Meeting Minutes

*The motion was approved in a vote of 5-0.*

Minutes submitted by Susan Winslow.

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

1. Agenda: October 20, 2021
2. Draft Meeting Minutes: September 15, 2021
3. Draft Meeting Minutes: September 20, 2021
4. 30 Woodside Road Variance Request
5. 30 Woodside Road Septic Plan
6. 30 Woodside Road Septic Repair Application
7. Statistics on Local COVID-19 Vaccinations
8. Schedule of Bills Payable Between September 20 and October 19, 2021
9. Revenue Sheet: September 20 to October 19, 2021

*These Meeting Minutes were accepted at the November 17, 2021 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.*