

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

Date:	Wednesday, January 19, 2022
--------------	-----------------------------

ATTENDANCE:

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

STAFF MEMBERS	PRESENT
Health Director Wendy Hansbury	Yes
Susan Winslow, Minutes Secretary	Yes

VISITORS PRESENT: Boxford/Topsfield Cable Television

OPENING

The meeting of the Topsfield Board of Health was called to order at 6:32 pm on January 19, 2022 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 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.

Chair Knutsen announced that Recording Secretary Susan Winslow was taking Meeting Minutes and the Meeting was being recorded by Topsfield Cable Television. Ms. Knutsen asked if anyone else wished to record the meeting. No-one else wished to record the meeting.

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

APPOINTMENTS

There were no appointments scheduled.

MEETING MINUTES

December 15, 2021

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of December 15, 2021. There were none.

VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of December 15, 2021 as written. Seconded by Ms. Lischko. After determining that there were no further comments or questions, Chair Knutsen called for a roll-call vote.

Knutsen – yes

Rizza – abstain

Eaton – yes

Lischko – yes

The motion was approved in a vote of 3-0-1.

COVID-19 UPDATE

Health Director Hansbury reported the following:

The highly contagious Omicron variant of the COVID-19 virus is at a peak following the holidays. As of January 19, 2022, there were 203 new cases of COVID-19 in Topsfield residents that tested positive using the PCR test. The actual number may be higher because at-home testing is not included in state records. Last week, there were 38 cases of COVID in Topsfield schools. The schools are in discussion with the Department of Elementary and Secondary Education (DESE) to determine if different testing methods such as at-home antigen and pool testing should be conducted.

Town Administrator Kevin Harutunian worked with other local towns to obtain COVID test kits. They are being distributed to first responders, low-income residents, house-bound residents and residents who are symptomatic and request a test.

The Board of Health has placed a link on the Town website to the Federal Government site where residents may request free COVID test kits. Each household may request 4 test kits which will be delivered free of charge in late January/early February.

All indications are that the COVID-19 case load will be lower next month.

Chair Knutsen reported the following:

Chair Knutsen has continued to participate in COVID webinars and regularly sends information to Board of Health members. Connecticut and Vermont have transitioned into at-home testing for school children who have been identified as close contacts to a

case of COVID. Each local school district in Massachusetts may now decide if they want to transition from “Test-and-Stay” to “At-Home-Testing”. Districts must notify Local Boards of Health of their decision.

Health Director Hansbury added that Topsfield's Pandemic Health Nurse Julia Lobel RN has been conducting COVID testing for teens and children at Masconomet Regional High School before the start of the school day to ensure there is no disruption of class schedules. Purple Shield has taken over the testing program started by Ms. Lobel.

Region 3A PHEP District conducted a ZOOM Meeting to initiate an After-Action Report on Pandemic Response. Ms. Knutsen was the Region 3A EP Planner for six years. Region 3A includes 14 communities north of Boston. A survey has been sent to EP stakeholders in these communities for feedback. One of the early issues that has been identified is the lack of relief for Community Health leaders. The Incident Command System (ICS) was initiated in the 1970s and it has been used in pandemic response. The ICS model includes relief for the Incident Commander, but because most Public Health Departments generally have only one Agent or Director, there has been no relief for these individuals throughout the pandemic. This has caused stress and exhaustion for Public Health leaders as the pandemic continues. This is an issue that will be addressed for the future.

Ms. Hansbury added thanks to the following for their support in the Board of Health effort to assist the public throughout the pandemic:

- Town Administrator Kevin Harutunian
- Fire Chief Jenifer Collins-Brown and members of the Topsfield Fire Department
- Council on Aging Director Kathleen Barbarisi and Sr. Admin. Asst. Beth Wideberg
- Dr. John Szymanski for volunteering at the clinics
- Dr. Marianne Moore for volunteering as the Medical Director and writing the standing orders
- Board of Health Chair Sheryl Knutsen RN and Members Ellen Eaton RN and Mark Rizza for clinic help
- Medical Reserve Corps volunteers
- James O'Brien and the Essex Agricultural Society for use of facilities at Topsfield Fair Grounds

Ms. Hansbury reported that there are a number of Adult and Pediatric vaccine clinics scheduled for the coming weeks. Information is posted on the Town website.

OLD BUSINESS

Perc Testing Language

Following a request from Board Members at the December 15, 2021 Meeting where the Board voted to approve a season for Percolation and Deep Hole Testing, Ms. Hansbury drafted language that will be posted on the Board of Health web page. Ms. Hansbury presented the following language to the Board for their review:

“All percolation and deep hole testing will be scheduled, weather dependent, and witnessed by a Topsfield Health Agent from March through November, with the following exception: percolation and deep hole testing for the purpose of repair may be scheduled and witnessed at any time of the year at the discretion of the Health Director. Prior to scheduling percolation and deep hole testing, a signoff by the Topsfield Conservation Agent for review of jurisdictional areas is required.”

Chair Knutsen asked the Board for a consensus of approval. All Board Members approved.

Financial Update

Board Members reviewed the document, “Revenue Received Between December 15, 2021 and January 14, 2022”. The total revenue received during this period was \$20,700.13. Chair Knutsen pointed out that Vaccine Reimbursement accounted for \$17,115.13 of this revenue. Revenue received at the Board of Health goes directly to the General Fund.

Board Members also reviewed Bills paid during the period between December 15, 2021 and January 14, 2022.

Regulations Review Planning Committee

Health Director Hansbury referred to the Memo, "Local Board of Health Regulation Review Planning" and asked Board Members for two volunteers to work with her to review the Topsfield Board of Health Regulations in preparation for the Town Clerk's Codification Project. The Codification will include appendices for all Town Boards and Commissions. Ms. Eaton and Ms. Lischko volunteered to work with Ms. Hansbury on the review.

Flu Vaccine Revenue Update

Board Members Mark Rizza and Amy Lischko have worked with a representative at Commonwealth Medicine to review reimbursements for Flu Vaccine Clinics held in calendar year 2020. Mr. Rizza reported that all payments to the Town for reimbursements for these clinics were received by the end of September, 2021. Mr. Rizza referred to the document, "Town of Topsfield – Influenza Report for 2021". It appears that there are 39 vaccines that were not reimbursed. Ms. Winslow and a volunteer will be reviewing paper and electronic vaccine roster information to determine which vaccines were not reimbursed, and if possible, resubmission will be requested.

Ms. Hansbury reported that the 2021 Vaccine Clinic rosters for both Flu and COVID were processed through Prep Mod and Color, so there will no longer be reams of paper vaccine rosters.

Mr. Rizza presented the following document and reported that attendance numbers were much lower at 2021 Flu Vaccine clinics. Ms. Hansbury pointed out that in 2020, there was a State mandate that all school children must be vaccinated. This mandate was not in effect in 2021, which may have resulted in lower attendance numbers. Mr. Rizza presented the following documents:

Town of Topsfield - Influenza Report for 2021

Summary of Flu Reimbursements:

Report Date	Payer Type	Year Administered	Amount	Net Payment	Town Receipt	Town Receipt FY 21	Town Receipt FY 22	Notes
March 2021	Medicare B	2018	\$ 991.77	\$ 892.59				
	Medicare B	2019	\$ 1,408.77	\$ 1,267.89				
	Commercial	2020	\$ 1,906.19	\$ 1,715.57	\$ 3,876.06	\$ 3,876.06		
	Medicare B	2020	\$ 824.96	\$ 742.46				
June 2021	Commercial	2020	\$ 1,828.76	\$ 1,645.88	\$ 2,388.35		\$ 2,388.35	Assumes payment after 6/30/21
	Commercial	2020	\$ 4,046.04	\$ 3,641.44				
September 2021	Medicare B	2020	\$ 1,639.01	\$ 1,639.01	\$ 5,280.44		\$ 5,280.44	
	Commercial	2020	\$ 1,821.12	\$ 1,544.85	\$ 11,544.85	\$ 3,876.06	\$ 7,668.79	
Total 2021 Flu Reimbursements			\$ 12,827.61	\$ 11,544.85				
Total Reimbursement for 2020 Clinic			\$ 10,427.07	\$ 9,384.36				

Summary of 2020 Flu Clinics:

Vaccine Type	Count	Amount	Net Payment
G0008 – Vaccine Administration	94	\$ 1,732.26	\$ 1,559.03
90471 – Vaccine Administration	127	\$ 2,009.36	\$ 1,808.42
90473 – Vaccine Administration	12	\$ 173.56	\$ 156.20
Sub-total Administration	233	\$ 3,915.18	\$ 3,523.66
90686 – Influenza vaccine, quadrivalent (IIV4), preservative free	95	\$ 1,511.62	\$ 1,360.46
90682 – Influenza vaccine, quadrivalent (IIV4), preservative free	15	\$ 862.71	\$ 776.44
90662 – Influenza vaccine, high dose (IIV4-HD)	71	\$ 4,137.56	\$ 3,723.80
Sub-total Vaccine	181	\$ 6,511.89	\$ 5,860.70
Total Vaccination Reimbursement Breakdown	414	\$ 10,427.07	\$ 9,384.36

Patient Breakdown:

Patients	Notes
52	Patients are 18 and under as vaccine is available for free from the D.P.H. Immunization Program
181	
233	
39	The Board of Health is actively reviewing records to determine whether appropriate to resubmit for reimbursement
272	

Summary of 2020 Flu Clinic Expenses

Expense Description	Amount	Expense Type
VNA Care - Nurses - September Clinic	\$ 765.62	BOH Budget - VNA Visting Nurses
VNA Care - Nurses - November Clinic	\$ 765.62	BOH Budget - VNA Visting Nurses
VNA Care - Flu Vaccine - 188 people	\$ 6,801.40	BOH Budget - Vaccine Expense
VNA Care - Flu Vaccine - 84 people	\$ 1,937.98	MAPC Covid-19 Grant - One Time
Staples - Ancillary Supplies - Clinic Signs, printer, etc	\$ 405.13	MAPC Covid-19 Grant - One Time
Total Clinics Expense	\$ 10,675.75	

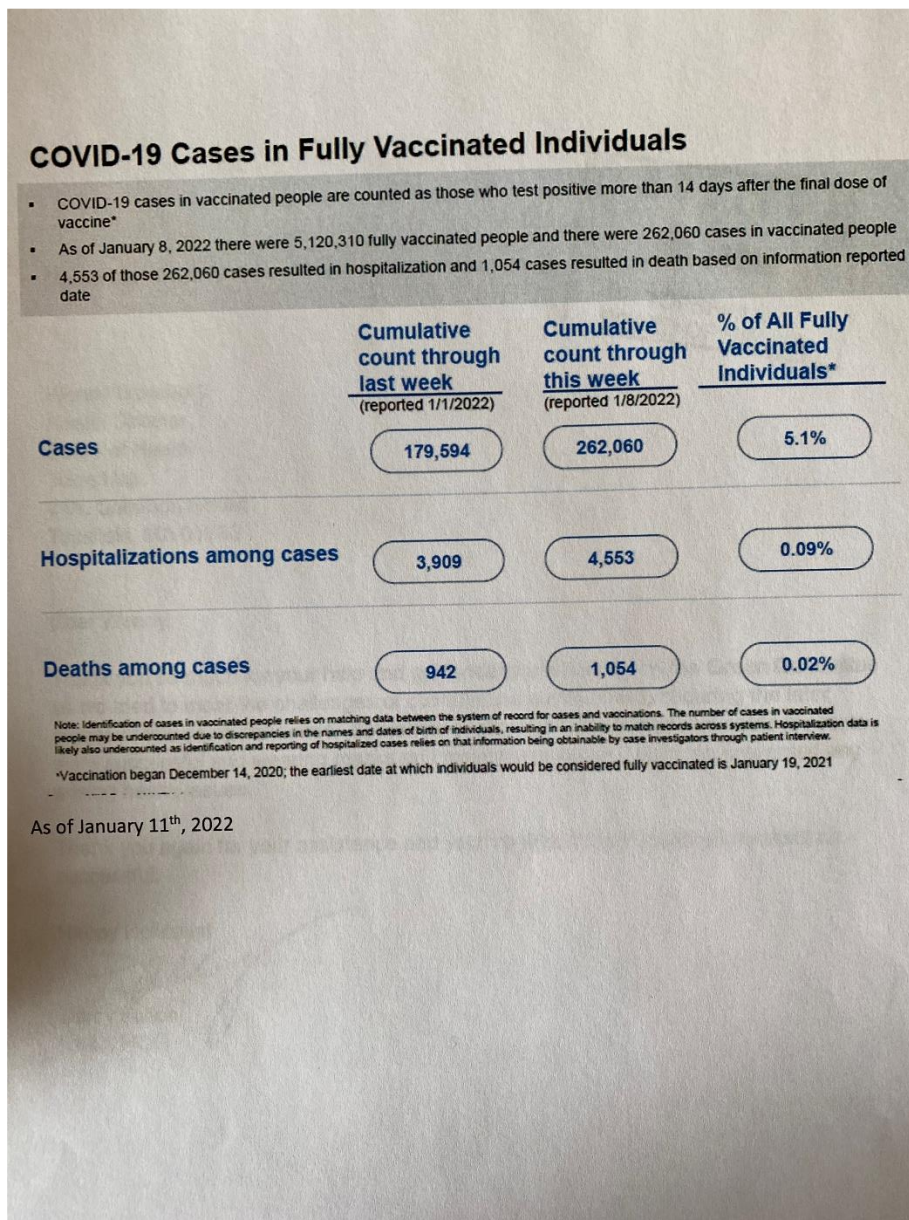
Summary of Topsfield 2020 Flu Clinic Finances

	Amount
Total Reimbursement for 2020 Clinics from Comm. Medicine	\$ 9,384.36
Total Grant Reimbursement for 2020 Clinics	\$ 2,343.11
Total Clinic Expense	\$ (10,675.75)
Total Contribution to Topsfield's General Fund	\$ 1,051.72

Data on vaccination percentages in Tri-Town

Data as of 01/11/2022

County	Town	Age Group	Individuals with at least one dose per capita	Fully vaccinated individuals per capita	Individuals with booster doses per
Essex	Topsfield	5-11 Years	83%	71%	0%
Essex	Topsfield	12-15 Years	>95%	89%	4%
Essex	Topsfield	16-19 Years	>95%	>95%	40%
Essex	Topsfield	20-29 Years	>95%	>95%	44%
Essex	Topsfield	30-49 Years	>95%	>95%	63%
Essex	Topsfield	50-64 Years	89%	82%	55%
Essex	Topsfield	65-74 Years	>95%	>95%	80%
Essex	Topsfield	75+ Years	>95%	>95%	72%
Essex	Topsfield	Total	>95%	90%	50%
Essex	Boxford	5-11 Years	68%	54%	0%
Essex	Boxford	12-15 Years	>95%	89%	3%
Essex	Boxford	16-19 Years	>95%	>95%	37%
Essex	Boxford	20-29 Years	>95%	>95%	50%
Essex	Boxford	30-49 Years	>95%	91%	51%
Essex	Boxford	50-64 Years	90%	83%	54%
Essex	Boxford	65-74 Years	93%	83%	65%
Essex	Boxford	75+ Years	>95%	87%	64%
Essex	Boxford	Total	92%	82%	44%
Essex	Middleton	5-11 Years	46%	38%	0%
Essex	Middleton	12-15 Years	81%	74%	2%
Essex	Middleton	16-19 Years	83%	78%	25%
Essex	Middleton	20-29 Years	61%	55%	19%
Essex	Middleton	30-49 Years	92%	85%	31%
Essex	Middleton	50-64 Years	87%	82%	45%
Essex	Middleton	65-74 Years	>95%	84%	58%
Essex	Middleton	75+ Years	85%	73%	54%
Essex	Middleton	Total	79%	71%	32%



Ms. Hansbury extended thanks to Mr. Rizza and Ms. Lischko for their efforts.

FY23 Budget

Ms. Hansbury informed the Board that the FY23 Budget contains no extra requests beyond level-funding. Town employees will receive a modest cost of living increase but merit (step) increases are frozen for the third year in a row.

HEALTH AGENT REPORT

Health Director Hansbury reported the following:

- COVID-19 has remained a large part of daily business.

Minutes January 19, 2022

- Public Health in Excellence Grant is on track: Julia Lobell RN will be the Tri-Town Shared Services Nurse. The Environmental Inspector position will be posted on the website soon.
- The Board of Health will be working with the Topsfield Fire Department and Police Department with shared funding on addressing Opioid Abuse.
- Follow-up continues on issues including neighbor complaints, a resident with a lead paint issue, other daily resident concerns, complaints and assistance.
- Eagle Tor Well has been decommissioned and the State is following up on wells used for public drinking water.
- Renewals for Septic Installer and Hauler Licenses and Permits for Food, Tanning and Tobacco are underway.
- The Topsfield Recreation Department will be opening the skating rink on the Town Common on January 21, 2022 with an event from 4-7 pm including two food trucks. Chair Knutsen added that the Topsfield Congregational Church will be opening the Emerson Center as a warming place with restrooms available.
- The office is gathering information for the FY21 Annual Report which covers calendar July 1, 2020 through June 30, 2021. A draft will be sent to Board Members for review.

CORRESPONDENCE

The Board reviewed a letter from Darcy Fulton and the Holiday on the Green Committee thanking Ms. Hansbury for her assistance with the Holiday on the Green event.

ADJOURN

VOTE: Mr. Rizza made a motion to adjourn at 7:53 PM. Seconded by Ms. Eaton. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Eaton – yes

Lischko – yes

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

Minutes submitted by Susan Winslow. These Minutes were reviewed and approved at the February 16, 2022 Board of Health Meeting.

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: January 19, 2022
2. Meeting Minutes: December 15, 2021
3. 1/18/22 Memo: "Local Board of Health Regulation Review Planning"
4. 1/11/22 Memo: "Percolation Testing Language for Website"
5. Document, "Revenue Received Between December 15, 2021 and January 14, 2022"
6. Bill Lists dated 12/16/21; 12/22/21; 1/10/22
7. Document, "Data on Vaccination Percentages in Tri-Town"
8. Document, "COVID-19 Cases in Fully Vaccinated Individuals"
9. Document, "Town of Topsfield – Influenza Report for 2021"

Minutes January 19, 2022

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.