

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

Date:	Wednesday, June 29, 2022
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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, Dick Gandt

OPENING

The meeting of the Topsfield Board of Health was called to order at 6:30 pm on June 29, 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.

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- The Recording Secretary is taking Meeting Minutes and this meeting is being recorded by ZOOM and Topsfield/Boxford Cable Television. No others wished to record the meeting.

MOMENT OF SILENCE

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

APPOINTMENTS

There were no appointments at this meeting.

MEETING MINUTES

May 18, 2022

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of May 18, 2022. There were none.

VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of May 18, 2022 as written. Seconded by Mr. Rizza. After determining that there was no further discussion, 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

June 8, 2022

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of June 8, 2022. There were none.

VOTE: Mr. Rizza made a motion to accept the Meeting Minutes of June 8, 2022 as written. Seconded by Ms. Eaton. After determining that there was no further discussion, 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.

OLD BUSINESS

COVID-19 UPDATE

Director Hansbury reported the following:

- COVID-19 is still an active virus.
- Because results from home testing numbers are not counted by the State, there are no concrete case numbers.
- COVID home test kits are available free of charge to Topsfield residents at the Board of Health office.
- GCAC members Hamilton and Essex will be conducting pediatric COVID vaccine clinics.
- GCAC continues to host local clinics. The Board of Health will host the next Topsfield clinic in August, the date still to be determined.
- 20 people attended the June 20, 2022 vaccine clinic in Topsfield.

Chair Knutsen added the following:

- The COVID virus is not following the normal pattern of most respiratory illnesses. No-one can accurately predict the future of this new virus because of the variants it has developed, so we must remain flexible and ready to respond.

PUBIC HEALTH EXCELLENCE (PHE) GRANT

Director Hansbury reported the following:

- Tri-Town Public Health Nurse Julia Lobel RN has been an excellent addition to our COVID response. Ms. Lobel started in her role in January, 2022, funded by the PHE Grant.
- In addition to her role in contact tracing, overseeing COVID vaccine clinics and ensuring coordinated messaging within the Tri-Town Schools, Ms. Lobel assisted the schools in closing out their COVID reports for the year.
- On Monday, June 27, 2022, the Select Board gave their support to change the position of Tri-Town Public Health Nurse from contractor to employee. The position will be funded by the PHE Grant.
- The position of Tri-Town Public Health Environmental Inspector will be handled in the same manner.
- We have received permission to purchase a utility trailer with PHE funding to be used for Tri-Town Public Health Emergency Preparedness. It will be used as a movable work space and for storage.
- We have also received permission to purchase a mobile messaging sign. The utility trailer and mobile sign will be stored in the parking area of the old DPW Garage on School Street.

AMERICAN RESCUE PLAN ACT (ARPA) GRANT

- David Larson from the ARPA Committee gave the Select Board a presentation on the ARPA Grant at the June 16, 2022 Select Board Meeting.
- The Select Board supported a list of items including:
- Generators for the Topsfield Fire and Police stations
- Study on culverts in Town
- Fiber optic loops study
- Downtown improvements – possible pocket park
- Review of windows
- Master plan

68 RIVER ROAD

Health Director Hansbury gave the Board an update on the status of this property. On May 27, 2022, Health Director Hansbury issued a Correction Order and Condemnation and Order to Vacate which was ratified by the Board of Health at the June 8, 2022 Meeting. Actions since that date include:

- Efforts to secure the building – boarding up windows, doors the coal chute and all other points of access into the house have begun.
- The basement will be sealed due to water contaminated by heating oil and excessive levels of asbestos.
- Clean Soils has been hired by the homeowner to oversee the project and the Department of Environmental Protection is involved.
- The Topsfield Police Department has been vigilant to address the issue of kids trespassing. Large signs have been placed on the main house and outbuildings that indicate first responders are not to enter the building due to hazardous conditions.
- Ms. Hansbury will work closely to monitor the progress and timelines.
- The pool house and kennel floor have collapsed. These structures will be secured for safety.
- The contaminated water must be removed from the basement. A fracking truck will be employed and the disposal of the water from the basement is still to be determined.
- There is no indication from the owner regarding the long term plan for the building but he is cooperating with the clean-up plan.

NEW BUSINESS

Financial Update

- Board Members reviewed Revenue since the May 18, 2022 meeting in the amount of \$6696.64.
- Board Members review Bills Paid since the May 18, 2022 meeting in the amount of \$1094.88.
- Board Members reviewed Revenue generated from the sale of trash stickers in FY22 in the amount of \$61,717.50.
- Health Director Hansbury gave the Board a description of the responsibilities for the trash and recycling program that were moved from the Select Board office to Board of Health.
- Trash and Recycling Program responsibilities include maintaining a record of trash stickers sold, delivering trash stickers to local vendors, managing the deposits of funds, issuing trash and recycling decals, maintaining the website with changes to trash and recycling holiday and special collections, developing and overseeing printing of trash and recycling postcard calendar, fielding trash and recycling questions and complaints. It was noted that this was not in the Senior Administrative Assistant job description but when she returned to the Board of Health after working for the Select Board, Town Administrator Kellie Hebert asked her to take the role with her.
- Complainants often become abusive including a recent caller who became abusive toward the Administrative Assistant and threatened to dump his dirty cat litter at Town Hall it because it exceeded the curbside collection weight limitation and received a rejection sticker.
- Health Director Hansbury instituted an on-line payment system for Compost Permits which also landed in the Board of Health Office from the Select Board office. The on-line payment system has been well received by residents.
- The current contract with JRM is in its final year of a 10 year agreement and will expire in June 2023.
- The JRM contract was managed by Donna Rich in procurement but she has since retired. The Board of Health determined that this is not part of the Board of Health duties and a letter will be drafted to the Select Board.

Signatory Authorization for FY 23 Payroll Authorization and Vendor Warrants

VOTE: Ms. Eaton made a motion to continue with Sheryl Knutsen RN as primary signatory for the Board of Health with Member Mark Rizza as the alternate signatory for Payroll Authorization and Vendor Warrants for FY23. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

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Knutsen – yes

Rizza – yes

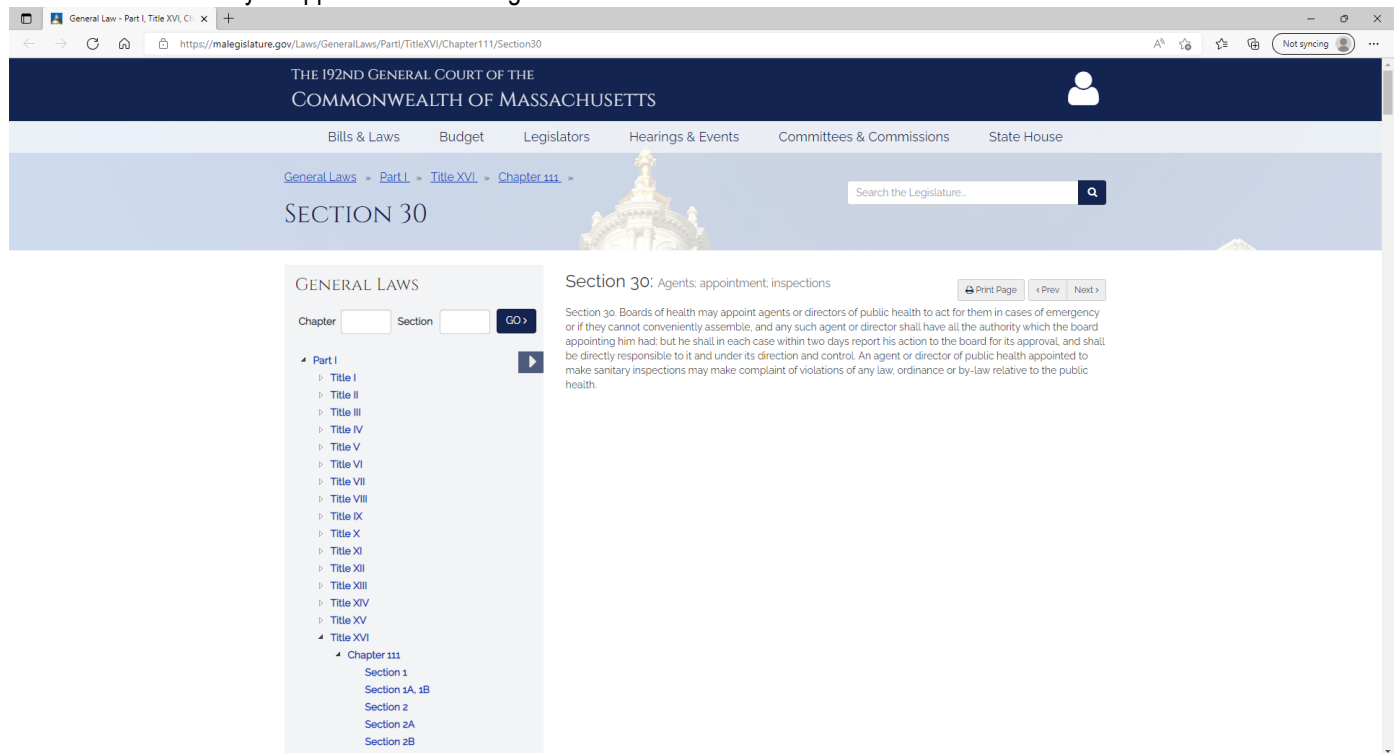
Eaton – yes

Lischko – abstain (had briefly stepped away from the ZOOM meeting)

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

ANNUAL EMPLOYEE EVALUATION AND APPOINTMENT

Chair Knutsen reminded Board Members that she sent the employee evaluation form for the Health Director to all Board Members via email on 6/29/22. Ms. Knutsen asked that Board Members send any additional comments to her via email. Regarding Appointment of the Health Director, Chair Knutsen read into the record the language from MGL Ch 111 §30 related to the Board's authority to appoint the Health Agent or Director as follows:



Chair Knutsen and Health Director Hansbury also confirmed this with MAHB.

VOTE: Mr. Rizza made a motion to recommend the appointment of Wendy Hansbury as Director of the Health Department for the Town of Topsfield as supported by MGL Ch 111 section 30. Seconded by Ms. Eaton. After determining that there were no further questions or comments, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Eaton – yes

Lischko – abstain (had briefly stepped away from the ZOOM meeting)

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

FY23 VNA CARE NETWORK AGREEMENT

The Board reviewed the FY23 VNA Care Network Contract. Health Director Hansbury informed the Board that the FY23 VNA Care Network agreement has come in higher than anticipated. Ms. Hansbury explained that she has been in communication with Beverly Salate at VNA to try and remedy this situation. Ms. Hansbury explained that PHE funds cannot be used for existing services, so those funds are not available to make up the difference between the FY23 budget line for the VNA Care Network contract that was set during the December 2021 – March 2022 Topsfield Budget Season and the contract amount that VNA Care Network submitted in June 2022 for the FY23 contract.

The VNA contract covers:

- Daily/weekly MAVEN review and updates
- Storing and providing vaccine is needed (Town pays for vaccine separately)
- Wellness Clinics
- Flu Vaccine Clinic assistance

The FY23 contract is \$11,500.00, a substantial increase from the \$9,375.00 FY22 agreement. The Board of Health FY23 budget approved by the Finance Committee for FY23 is \$10,200.00 for the VNA contract. We do not have room in our FY23 budget to meet the \$1300.00 difference.

VNA has also added the following:

- \$75.00 per nurse per hour outside contracted nursing hours
- Mileage from Danvers VNA
- 2 Flu Clinics will be covered by Wellness Clinic nursing hours

Beverly Salate is taking these concerns back to VNA Care and this will be updated at the next meeting. Director Hansbury will check to determine if the difference can be made up from ARPA funds. Ms. Hansbury will also follow up with the Town Administrator.

HEALTH AGENT REPORT

Health Director Hansbury reported the following:

- Tri Town Public Health Nurse has done an excellent job with the COVID vaccine clinics. The next Topsfield COVID vaccine clinic will be in August.
- Take home test kits for COVID are available in the Board of Health office.
- Meetings with Department Heads, Public Safety Committee, 3A Coalition, GCAC continue.
- The FY22 Annual Report is underway.
- Building Permit reviews, Title 5 Inspection Report reviews, soil testing, system installations and repairs continue at a brisk pace.
- A new business development is planned for 371 Boston Street. The Board of Health has received an application for aggregate nitrogen loading because the site is considered environmentally sensitive. The Department of Environmental Protection/New England Regional Office will be involved.
- Thank you to Sue Winslow for continued work on the website pages and managing the Senior Tax Work Off and ABLE workers. These workers are helping with projects including documenting addresses with private wells,

locating properties with alternative systems, tracking compost tickets sold and putting stickers on 13 cases of COVID home test kits.

- Animal Inspector Peter Mulholland helped with a call regarding a bat in a home that tested positive for rabies.
- Tri Town Public Health Environmental Inspector Mark Carleo will be assisting with inspections for camps, pools and food vendors. Upcoming festivals involving food include the Tomato Festival in September, a summer Music Festival and the Home Grown Market on the Town Green every third Thursday of the month.
- Landfill: Ms. Hansbury is working with Public Works Director Gary Wildes and Coastal Management on the reduction of monitoring wells and private home water testing related to the Pye Brook landfill.
- Topsfield Fire Chief Jenifer Collins-Brown and GCAC leader Rachel Lee RN from Hamilton were recently honored at the Commonwealth Heroines Class of 2022 in Boston. Ms. Hansbury was attended as a guest at this event hosted by the Massachusetts Commission on the Status of Women.

COMMUNICATION

- Letter from SOLITUDE Lake Management received June 9, 2022 regarding treatment of Hood Pond on Friday June 17, 2022 with herbicide, Sonar, as a treatment to control invasive species watermilfoil and fanwort.
- Topsfield 2021 Water Quality Confidence Report. Ms. Hansbury expressed how fortunate Topsfield is to have Greg Krom as the Water Superintendent in Topsfield and stressed that he is doing a great job.

ADJOURN

VOTE: *Mr. Rizza made a motion to adjourn at 8:12 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 and the meeting adjourned at 8:12 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:

1. June 29, 2022 Agenda
2. DRAFT Meeting Minutes – May 18, 2022 and June 8, 2022
3. FY23 VNA Care Network Foundation Contract
4. Revenue Sheet: May 18, 2022 – June 26, 2022
5. Bill Lists Processed: May 18, 2022 – June 26, 2022
6. Letter from SOLITUDE Lake Management
7. FY23 Signatory Authorization Form
8. Massachusetts General Laws Chapter 111 section 30

These Minutes were approved at the July 20, 2022 Board of Health Meeting.

Minutes June 29, 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.