

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

Date:	Wednesday, July 20, 2022
--------------	--------------------------

ATTENDANCE:

BOARD MEMBERS	
Sheryl Knutsen RN Chair	Yes
Mark Rizza	No
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 6:41 pm on July 20, 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.

- 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

June 29, 2022

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of June 29, 2022. There were none.

VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of June 29, 2022 as written. Seconded by Ms. Lischko. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote.

Knutsen – yes

Eaton – yes

Lischko - yes

The motion was approved in a vote of 3-0

OLD BUSINESS

COVID-19 UPDATE

Director Hansbury reported the following:

- COVID-19 is still an active virus: 30 cases in Topsfield in June and 19 cases so far in July. It is possible that the numbers may be higher due to the fact that the State does not collect information from the results of at-home testing.
- Most of those hospitalized with COVID are people who were unvaccinated.
- COVID Variants BA4 and BA5 are very contagious; some who are vaccinated still become infected with these strains but the symptoms in those who are vaccinated are generally not severe.
- 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 a COVID vaccine clinic for ages 5 and up at Town Hall on August 18, 2022.
- The state has not yet issued guidance for the start of the 2022-2023 school year.

PUBIC HEALTH EXCELLENCE (PHE) GRANT

Director Hansbury reported the following:

- 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 and it has been posted on the Town Website.
- We have purchased a 14-foot 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 purchased 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.
- We are also purchasing software from Relavent Systems to be used for food inspections.
- Other items purchased include pop up tents, extra medical supplies, tools, smaller sign boards and other equipment to use in a mobile clinic.
- The FY23 allocation for the PHE grant will be \$200,000 and the grant has been confirmed to be funded for the next five years.
- MAPC has been hired to act as grant administrator following successfully assisting in set up of MOUs, job descriptions and providing required reports to the state.
- It is hoped that the Environmental Inspector position will be approved as an employee position by the Select Board. Funding for this position will come from the PHE grant.

AMERICAN RESCUE PLAN ACT (ARPA) GRANT

- Health Director Hansbury has attended ARPA Committee meetings
- 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:

- The Topsfield Conservation Commission has issued an emergency certification for staging the clean-up.
- Clean Soils is handling the clean-up at the property.
- The house and basement have been secured and oil tanks have been removed.
- An Asbestos Abatement plan has been developed and submitted to MDEP.
- Ms. Hansbury will work closely to monitor the progress and timelines.
- The pool house and kennel floor have collapsed. These structures are still to be secured for safety.
- There is no indication from the owner regarding the long term plan for the building and property but he is cooperating with the clean-up plan.
- The Mass. Contingency Plan required by the state should include information on the homeowner's long-term plan for the property.

OLD BUSINESS

VNA Care Network Contract

The FY23 projected cost for this contract was \$10,200, assuming an increase from the FY22 contract which was \$9,425.00. The contract submitted by VNA Care Network for FY23 was \$11,500, a more substantial increase than anticipated. The Board discussed options to cut services in order to reduce the cost of the contract. It was also noted that VNA Care Network has not sent the regular quarterly reports as stipulated in the contract until requested at the end of the fiscal year. This will be remedied. Health Director Hansbury will continue to work with Beverly Salate RN from VNA Care Network to find a solution to the contract cost issue so the partnership between the Town and VNA Care may continue. Chair Knutsen will work with Ms. Hansbury to draft an updated version of the VNA Care Network contract.

Trash and Recycling

Health Director Hansbury asked for two Board Members to assist with the trash and recycling situation and the impending completion of the JRM contract on June 30, 2023. The Board discussed the importance of the Town Administrator instituting a committee to be proactive in looking ahead at potential changes to the trash and recycling program. It was noted that the responsibility for trash and recycling was in the Select Board office for years, and it was only when the Executive Assistant to the Town Administrator moved to a position with the Board of Health and Conservation that she was asked to take this responsibility with her. It was determined that Ms. Eaton and Ms. Lischko will assist with a letter to the Town Administrator stating that trash and recycling should not be in the Board of Health office.

NEW BUSINESS

Financial Update

- Board Members reviewed Revenue since the June 29, 2022 meeting in the amount of \$795.00.
- Board Members review Bills Paid since the June 29, 2022 meeting in the amount of \$2012.00
- Because unused BOH funds were turned back in at the end of FY22, Director Hansbury must write a note to the Finance Committee describing why this was so. This note will include the following facts:
 - The BOH received grant funds that covered expenses caused or increased by COVID.
 - The Board of Health successfully applied for and received additional grant funds to offset expenditures that would otherwise have come out of Board of Health funds.

Request for Waiver of Food Permit Fee – Child Evangelism Fellowship of Massachusetts

The Board reviewed the letter dated July 5, 2022 from Child Evangelism Fellowship of Massachusetts requesting a waiver of the food permit fee for the 2022 Topsfield Fair. Chair Knutsen informed the Board that this organization meets the criteria outlined in the Board of Health document, 'Criteria for Requesting a Food Permit Fee Waiver' and informed the Board that the group meets criteria # 1: "A documented non-profit 501 (c) (3)".

VOTE: Ms. Lischko made a motion to grant a food permit fee waiver to Child Evangelism Fellowship of Massachusetts because they are a 501(c) (3) organization. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Eaton – yes

Lischko – yes

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

HEALTH AGENT REPORT

Health Director Hansbury reported the following:

- Meetings with Department Heads, Public Safety Committee, 3A Coalition, GCAC.
- 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.
- The Board of Health will be hosting a Vaccine Clinic at Town Hall on August 18, 2022.
- Tri Town Public Health Environmental Inspector Mark Carleo has been 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.
- Public Safety meetings are focusing on preparations for the 2022 Topsfield Fair.
- Topsfield is currently experiencing drought conditions. A mandatory water ban is in place and the Board of Health will assist with keeping the public informed through the Town website.
- 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.
- Health Director Hansbury was recognized for her efforts during the pandemic with an award from Representative Jamie Belsito (D Topsfield).

ADJOURN

VOTE: Ms. Eaton made a motion to adjourn at 8:38 pm. Seconded by Ms. Lishko. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Eaton -yes

Lischko - yes

The motion was approved in a vote of 3-0 and the meeting adjourned at 8:38 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. July 20, 2022 Agenda
2. DRAFT Meeting Minutes – June 29, 2022
3. FY23 VNA Care Network Foundation Contract
4. VNA Quarterly Reports for FY22
5. Revenue Sheet: June 27 – July 18, 2022
6. Invoices paid June 27, 2022 – July 18, 2022

These Minutes were approved at the August 17, 2022 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.