

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

<b>Date:</b>	Wednesday, August 17, 2022
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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> Boxford/Topsfield Cable Television, Dick Gandt
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**OPENING**

The meeting of the Topsfield Board of Health was called to order at 6:32 pm on August 17, 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](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.*

- The Recording Secretary is taking Meeting Minutes and this meeting is being by 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**

### Julia Lobel RN

Health Director Hansbury introduced Julia Lobel RN. Ms. Lobel has served as a contractor for the Tri Town in the role of Pandemic Nurse for two years. She was recently hired as an employee of the Town of Topsfield, funded by the Public Health Excellence Grant.

Board Members thanked Ms. Lobel for the fine work she has done with the COVID vaccine clinics and welcomed her as a Town employee.

## **MEETING MINUTES**

### July 20, 2022

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of July 20, 2022. There were two: correction of a date on page 2 and correction of a vote on page 4.

*VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of July 20, 2022 with two corrections. 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*

*Rizza – abstain*

*Hunt - abstain*

*The motion was approved in a vote of 3-0-2.*

## **OLD BUSINESS**

### COVID-19 UPDATE

Julia Lobel RN reported the following:

- To date, there have been one million deaths in the US related to COVID and over 20,000 COVID related deaths in Massachusetts.
- Two waves of COVID in May and July have continued the Omicron variant which is more contagious than the original strain of COVID, but generally less severe.
- The SARS component of COVID will determine the future of the virus.
- Disease prevention through vaccination is the key to dealing with this virus.

- The Greater Cape Ann Community Collaborative (GCACC) continues to host local clinics. The Board of Health will host monthly COVID vaccine clinics at Town Hall from August through December, 2022.
- The CDC has approved a new vaccine that will be available in the fall to address the Omicron variant.
- Isolation protocol for positive COVID cases: isolate for 5 days, test on day 6. If negative, may return to activities but wear a mask through day 10.
- Masks are still required in medical facilities but are voluntary elsewhere.
- Vaccine is available for ages 6 months and up.
- The Medical Reserve Corps volunteers have been a valuable partner in hosting vaccine clinics.
- Thank you to Board of Health Members Mark Rizza, Ellen Eaton RN and Chair Sheryl Knutsen RN for their active involvement in vaccine clinics.

#### Public Health Excellence Grant

Director Hansbury reported the following:

- MOU has been signed among the Towns of Topsfield, Boxford and Middleton to work together with the PHE grant.
- Mark Carleo has been hired as a contractor for Environmental Inspections including food inspections, witnessing soil testing and food inspector at the Topsfield Fair. It is hoped that one of the three towns in the Tri-Town will move forward with the State's direction that he be hired as a town employee, funded by the PHE Grant.
- A three-year contract has been signed with a company offering food inspection software that will greatly improve the food inspection process.
- 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 again, following their first year successfully implementing MOUs, job descriptions and providing required reports to the state. The cost in FY23 will be approximately \$9,000 for grant administration. This is less than in FY22 when MAPC had the additional task of setting up the PHE Grant and obtaining MOUs from the three towns.
- A Needs Assessment will be forthcoming.
- State Action for Public Health Excellence (SAPHE 2.0) funding was discussed.

#### American Rescue Plan (ARPA) Grant

- Health Director Hansbury has attended ARPA Committee meetings – Topsfield received \$1.9 million.
- The Select Board supported a list of items including:
- \$100,000 earmarked for Board of Health Projects – Chair Knutsen suggested looking into purchasing UVC lighting that cleans air for the Library, Town Hall Conference Rooms and Schools. A discussion ensued regarding information on this type of lighting. Health Director Hansbury will conduct further research into this.
- Generators for the Topsfield Fire and Police stations have been purchased.
- Other expenditures under consideration:
- Study on culverts in Town
- Fiber optic loops study
- Downtown improvements – possible pocket park
- Review of school windows
- Master plan

#### Fire at Pye Brook Park/Landfill

Health Director Hansbury reported that a fire was recently started at Pye Brook Park by a Middleton resident who was shooting off model rockets. Because of the drought, the grass was dry and there was an extensive fire on the grass above the landfill, destroying three baseball diamonds. Ms. Hansbury commended the Topsfield Fire Department for a quick and thorough response which kept the fire from spreading to nearby woods. Ms. Hansbury also informed the Board that under the landfill closure plan, the grass above the landfill should be maintained. Years ago, a sprinkler system was installed during the landfill closure to maintain the grass cover. The sprinkler system has been broken for the past few years. Department of Public Works Superintendent Gary Wildes has been working to assess the system, but additional repairs to the system and a new well will be required. ARPA funds will be used for this project.

## **OLD BUSINESS**

### 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:

- Clean Soils is handling the clean-up at the property.
- The staging area for removal of the basement water contaminated by heating oil is in place.
- An Asbestos Abatement plan has been approved by DEP and state inspectors are scheduled to be on site August 18, 2022.
- 4 oil tanks and 3 propane tanks have been removed from the outbuildings.
- Modification of the original order letter is underway.
- Ms. Hansbury will work closely to monitor the progress and timelines.
- The homeowner will be invited to the September 21, 2022 Board of Health Meeting.

### VNA Care Network Contract

The FY23 VNA Care Contract was reviewed by the Board and a consensus was made to approve the contract. VNA Care will make an effort to communicate earlier (by November) if there will be future increases in the cost of the contract.

### Trash and Recycling

The Board reviewed and approved a letter to the Select Board drafted by Board Members Amy Lischko MSPH DSc and Ellen Eaton RN regarding the JRM Contract which will be expiring June 30, 2023.

## **NEW BUSINESS**

### Financial Update

- Board Members reviewed Revenue since the July 20, 2022 meeting in the amount of \$2,247.56.
- Board Members review Bills Paid since the July 20, 2022 Meeting.

### Title 5 Inspection Report

Health Director Hansbury asked the Board for direction regarding a Title 5 Inspection Report that included the notation, "Needs Further Evaluation by Approving Authority."

Ms. Hansbury explained that the options for a review include Conditional Pass, Pass or Fail. In the report, under 'Other,' the Title 5 Inspector added the comment, "The system was originally designed for the commercial building with a total daily flow of 150 GPD with a 10' x 15' leach field. What was found during inspection was a leach bed measuring approx.. 15' x 38' which we determined using a camera. Also, the building has 3 bedrooms upstairs and two office downstairs."

The Assessor's office classifies the property as mixed use with 3 bedrooms.

Ms. Hansbury outlined three possibilities for response:

1. Upgrade system to meet its current use (the system may be undersized – we don't know what design criteria was used and technically it needs to meet new construction standards; that is a challenge to achieve).
2. Additional information on the field from an engineer (possibly require perc testing and a design).
3. Allow the current system to serve the existing use (it passed the Title 5 Inspection).
4. Other suggestions from the Board.

After discussion, the Board determined to allow the current use to serve the existing system.

#### Clarification of Fee for Additional Flow

Health Director Hansbury asked for clarification on the fee schedule for the fee related to additional flow for more than 5 bedrooms. The question: is the fee of \$100 a flat rate or per each additional 5 bedrooms?

The Board determined that the fee for additional flow is not a flat rate of \$100. It is a fee of \$100 for every 5 bedrooms of additional flow.

#### Aggregate Loading Markers – 371 Boston Street

Health Director Hansbury asked the Board to support the requirement for the project at 371 Boston Street to put visible markers on the property to designate the areas of aggregate loading. The Board supported the Health Director's request. Visible markers for areas of aggregate loading will be required on the property and location of markers to be shown on the plan.

#### Vaccine Reimbursement Training

Vaccine Reimbursement Training will be held by webinar on August 25, 2022.

### **HEALTH AGENT REPORT**

- The VNA may choose to use Color to schedule vaccine appointments for the Flu Vaccine Clinics this year.
- Mark Carleo has been doing a good job assisting as Tri Town Environmental Health Inspector. He has been conducting food and camp inspections and he will be doing food inspections at the Topsfield Fair.
- The Public Safety Team continues to meet, with preparations for the Topsfield Fair underway. The Fair will run from September 30 – October 10 this year. Ms. Hansbury is working to streamline the permitting process.
- Meetings with Department Heads, Public Safety Committee, 3A Coalition, GCACC.
- The FY22 Annual Report is underway.
- Building permit reviews, Title 5 Inspection Report reviews, soil testing, system installations and repairs continue.
- The Board of Health will be hosting a COVID Vaccine Clinic at Town Hall on August 18, 2022.
- 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.
- Northeast Massachusetts Mosquito Control (NEMMC) will be conducting barrier spraying at the playing fields and schools before the start of school. The Fairgrounds will also receive barrier spraying.

### **ADJOURN**

***VOTE:*** Mr. Rizza made a motion to adjourn at 8:41 pm. Seconded by Ms. Eaton. Chair Knutsen called for a roll-call vote:

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*Knutsen – yes*

*Eaton -yes*

*Lischko – yes*

*Rizza – yes*

*Hunt – abstain (left the meeting at 8:35)*

*The motion was approved in a vote of 4-0-1 and the meeting adjourned.*

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:

- August 17, 2022 Agenda
- July 20, 2022 Meeting Minutes
- FY23 VNA Care Contract
- Memo – Title 5 Inspection Report
- Trash/Recycling letter dated August 17, 2022
- Bill Lists
- Revenue Sheet

*These Meeting Minutes were approved at the September 21, 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.*