



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

Minutes of March 25, 2020

6:30 PM

Board Members present via computer or telephone were Chair Sheryl Knutsen RN, Vice-Chair Gerry Topping PE and Member Larry Fixler RPh. Member Anthony Alley RN was not in attendance. Health Agent Wendy Hansbury and recording Secretary Susan Winslow were in attendance as were Selectman A. Richard Gandt and residents Mark Rizza and Philip Madell.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

MAVEN: Massachusetts Virtual Epidemiology Network

MDEP: Massachusetts Department of Environmental
Protection

CDC: Center for Disease Control

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Community Outreach Information Network

DPH: Department of Public Health

EEE: Eastern Equine Encephalitis

EDS: Emergency Dispensing Site

ESHWT: Estimated Seasonal High Water Table

EP: Emergency Preparedness

FDA: Food & Drug Administration

HHS: Health and Human Services

HMCC: Health & Medical Coordinating Coalition

LSAC: Local State Advisory Committee

MDPH Mass. Dept. of Public Health

MEMA: Massachusetts Emergency Management Agency

MRC: Medical Reserve Corps

NEMMC: Northeast Massachusetts Mosquito Control

PHEP: Public Health Emergency Preparedness

POD: Point Of Dispensing

RN: Registered Nurse

RS: Registered Sanitarian

SAS: Soil Absorption System

TBOH: Topsfield Board of Health

TRMRC: Topsfield Regional Medical Reserve Corps

VNA: Visiting Nurse Association

WNV: West Nile Virus

CALL TO ORDER

Chairman Knutsen called the meeting to order at 6:34 pm.

ANNOUNCEMENTS

Chairman Sheryl Knutsen confirmed that all attendees could see/hear the meeting either via telephone or computer. Ms. Knutsen made the following announcements:

Video/Teleconference Announcement

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Topsfield Board of Health is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to/view this meeting while in progress may do so by dialing 425-436-6395 on their telephone, or to join the online meeting, go to <https://join.freeconferencecall.com/swinslow8>. For additional assistance connecting to the meeting text "help" to the Dial-in number above. Message and data rates may apply.

Continuation of Public Hearing Related to R:1-2 Supplemental Regulations to MA Title 5

The Public Hearing on R: 1-2 Supplemental Regulations to 310 CMR 15.00 The State Environmental Code duly advertised on January 16, 2020 and January 23, 2020 and opened at the February 19, 2020 Board of Health Meeting will be continued to the next scheduled Board of Health Meeting as soon as the restrictions on public gatherings related to the COVID-19 outbreak are lifted

APPOINTMENTS:

22 High Ridge Road Request for Reclassification to 5 Bedrooms

Chairman Sheryl Knutsen confirmed that all Board Members received documents related to this Appointment and read a letter from John Morin PE from the Morin-Cameron Group, Inc. into the record (see attachment).

Health Agent Hansbury informed the Board that she has reviewed the file and the DSCP indicates the system, currently listed as 4 Bedrooms, has the capacity to handle 5 Bedrooms.

John Morin PE from the Morin-Cameron Group, Inc., representing homeowners Shirley and Brian Parke, informed the Board that his company designed the existing system in 1997, with no variances requested. Mr. Morin explained that at that time, Joe Downing was the Topsfield Health Agent and a calculation of 200 square feet per bedroom was in effect. The system was designed to that specification a leaching facility with a design capacity of 595 gallons per day. Mr. Morin confirmed that the existing 1500 single compartment tank is sized for a 5-bedroom system and the system meets the criteria for a 5-Bedroom residents per the 2014 Topsfield Board of Health update of Topsfield R: 1-2 the Supplemental Regulations to 310 CMR 15.00 The State Environmental Code, Title 5.

VOTE: Mr. Topping made a motion to reclassify 22 High Ridge Road as compliant for a 5-bedroom septic system. Seconded by Mr. Fixler. The Chair called for a roll-call vote:

Knutsen – yes

Topping – yes

Fixler – yes

The motion passed in a vote of 3-0.

MEETING MINUTES:

February 19, 2020

VOTE: *Mr. Topping made a motion to accept the Minutes of February 19, 2020 as written. Seconded by Mr. Fixler.*

Chairman Knutsen called for a Roll-call vote:

Knutsen – yes

Topping – yes

Fixler – yes

The motion passed in a vote of 3-0.

OLD BUSINESS

Topsfield Village Shopping Center

Ms. Hansbury informed the Board that there have been no complaints regarding the Topsfield Village Shopping Center since the February 19, 2020 Meeting.

NEW BUSINESS

Prospective Board Members

Chair Sheryl Knutsen introduced two prospective new Board Members: Mark Rizza of 20 Stagecoach Road and Philip Madell of 15 Blueberry Lane. The Board reviewed the Volunteer Applications for both candidates and the resume submitted by Mr. Rizza. Mr. Madell did not submit a resume.

Each candidate was given the opportunity to make a statement to the Board regarding their background and interest in the position.

Board Members Larry Fixler RPh and Gerald Topping PE asked the prospective candidates about their interest in public health, experience in activities related to public health and vision for the Town of Topsfield related to public health.

The Chair and Board Members thanked both candidates for their interest in the position and willingness to serve the Town of Topsfield.

VOTE: Mr. Fixler made a motion to select Mark Rizza, 20 Stagecoach Road, to the open position on the Topsfield Board of Health. Seconded by Mr. Topping.

Chairman Knutsen called for a roll-call vote:

Knutsen – yes

Topping – yes

Fixler – yes

The motion passed in a vote of 3-0.

Chair Knutsen thanked both candidates for applying for the position. Vice-Chair Topping informed the candidates that Mr. Rizza was the first candidate to show interest in the current open seat and the experience he brings to the Board related to technology is vitally important as the Town deals with COVID-19. Mr. Topping further explained that he will be retiring from the Board of Health in the future and he hopes that Mr. Madell will consider applying for the open seat at that time. Chairman Knutsen will send a request to the Board of Selectmen to recommend that they appoint Mr. Rizza to the Board of Health effective immediately.

OLD BUSINESS

NEMMC 2020 Best Management Practice Plan for Topsfield

Health Agent Hansbury reminded the Board that this document was distributed and reviewed at the February 19, 2020 Board of Health Meeting for their review prior to this meeting. Ms. Hansbury asked if the Board had any questions regarding this plan. There were none. Ms. Hansbury explained that if the Board votes to accept the Plan, it will be sent to the Selectmen.

VOTE: Mr. Topping made a motion to accept the NEMMC 2020 Best Management Practice Plan for Topsfield. Seconded by Mr. Fixler.

Chairman Knutsen called for a roll-call vote:

Knutsen – yes

Topping – yes

Fixler – yes

The motion passed in a vote of 3-0.

Topsfield Coordinated Mosquito Control Response

Health Agent Hansbury referred Board Members to the document dated March 5, 2020 titled, "Topsfield Coordinated Mosquito Control Response". Ms. Hansbury explained that this is an effort to institute a consistent Mosquito Control response among the towns of Topsfield, Middleton and Boxford based on NEMMC guidelines. Ms. Hansbury explained that the Park & Cemetery Commission has jurisdiction over closing of parks, so they will be included in the Coordinated Response effort as well. Ms. Hansbury explained that NEMMC guidelines for phased response will be followed including preventative measures such as barrier spraying athletic fields prior to the opening of the 2020/2021 school year. Ms. Hansbury will be working with the Park & Cemetery Department as well as Health Directors Derek Fullerton from Middleton and Kendall Longo from Boxford.

VOTE: Mr. Fixler made a motion to adopt the Topsfield Coordinated Mosquito Control Response as indicated in the March 5, 2020 Document from Health Agent Wendy Hansbury. Seconded by Mr. Topping.

Chairman Knutsen called for a roll-call vote:

Knutsen – yes

Topping – yes

Fixler – yes

The motion passed in a vote of 3-0.

COVID-19

Chair Sheryl Knutsen and Health Agent Wendy Hansbury gave the Board an update on activities related to the COVID-19 pandemic including:

- A dedicated web page has been set up at www.topsfield-ma.gov with resources related to COVID-19
- 9 Universities are sending Public Health students to assist the State with response.
- The Government is asking retired Health Care Personnel to return to the workforce to help with response.
- DPH is compiling a list of testing sites.
- There is a major effort underway to replenish much-needed medical supplies including ventilators and Personal Protective Equipment that are in short supply.
- Health Agent Hansbury was successful in obtaining a \$5,000.00 grant for the Town of Topsfield emergency response to COVID-19.

Chairman Sheryl Knutsen read the following statement into the record to inform the Board about MDPH and LPH Weekly Conference Calls she has participated in:

On 3/10 Governor Baker declared a state of emergency in MA to support the state's response to the outbreak of Coronavirus.

Since then, there have been 3 weekly conference calls between MDPH and Local Public Health. These were held on March 11th, 17th and 24th. I have listened in and taken notes, and would like to share some key points from these calls.

- *Information and guidance are constantly evolving and updates are coming out daily on the www.mass.gov/2019coronavirus website under the 'Guidance for LPH' tab. This includes guidance on testing, risk factors, case numbers, contact tracing, and isolation and quarantine guidelines*
- *There is a Q&A session at each meeting. Many of the questions at the first meeting were about what types of activities should be closed down. 14 days later, in light of the Governor's 'stay at home' order, these questions seem quaint.*
- *The second meeting, held on March 17th, announced statewide school closures, limitation of gatherings to 25 people, and only take-out allowed at restaurants. The CDC released revised guidelines for when to release someone from quarantine. The statewide case count was 197 and there was growing evidence of community transmission. DPH was working hard to create more lab testing capacity, especially so that they can use the data to build an epidemiological model which is what drives and informs guidelines. DPH stressed social distancing goals in order to bend the curve, to allow time for testing and hospital capacity to ramp up. The call in questions were about:*

How to do social distancing in stores & restaurants;

o The need for confidentiality around case and contact tracing information vs. the desire of the public to know more details. In particular, LPH asked for official guidance around releasing confidential information to first responders.

o Concern about the lack of PPE available to health care and first responders. DPH advised using the already established resource request process but acknowledged they have already requested stuff from the Strategic National Stockpile.

o *Wraparound services, e.g. mental health counseling for isolation, meal delivery. MDPH is working on it. Advise the public to call 211.*

o *Concerns about the complexity of contact tracing especially in communal living and shelters, and how to record and share this information via MAVEN.*

o *The Legislature appropriated \$15 million, most of which is going to local cities and towns to reimburse staff for time and money already spent, retroactive to February 1st.*

• *The third meeting was held on March 24th.*

o *We heard from Kelly Driscoll the LPH liaison from the Governor's COVID 19 command center. She assured us that money is going out to LPH and also announced an MHOA initiative to train and use students from the 9 MA universities that have PH programs to be deployed to local cities & towns to help with contact tracing. Another initiative will mirror one in NY State, where the Governor will get retired health professionals such as doctors, nurses, and respiratory therapists to re-activate their professional licenses and come out of retirement to work in supplementary medical care facilities.*

o *Many individual questions focused on the details of case and contact follow-up, lab results, and the interface with the MAVEN recordkeeping system and the use of MAVEN for situational awareness.*

o *Regarding testing: DPH is working on creating a list of testing sites statewide. And they may be issuing guidance on testing of first responders. They added that The CDC guidance about who can be tested has broadened, more and more labs are coming online, and turnaround time for results is getting faster.*

o *DPH is working on guidance about use of home-sewn and 3D-printed masks.*

o *DPH advised that non-emergency housing inspections can be delayed, and reciprocity can be granted by LPH to the licensing of food trucks.*

Member Larry Fixler RPh informed the Board that in his experience as a Pharmacist, he urged caution regarding media reports that Chloroquine and Hydroxychloroquine can be used to treat COVID-19. Mr. Fixler outlined the serious side effects that these drugs may cause and offered a reminder that people should work with their doctor, not self medicate.

CORRESPONDENCE

- Thank you note to Health Agent Hansbury from Glow spa
- Results from the Proctor School Germ Experiment 2/13/20 document
- VNA Screening for COVID-19 document

MOTION TO ADJOURN

VOTE: *Mr. Fixler made a motion to adjourn at 8:16 PM. Seconded by Mr. Topping. The motion carried in a vote of 4-0.*

Respectfully submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. Letter from John Morin PE dated 2/25/2020
3. 22 High Ridge Road Title 5 Inspection Report dated 1/31/2020
4. 22 High Ridge Road As-Built Plan dated 8/18/1998
5. 22 High Ridge Road DSCP 1997 Application
6. Draft Minutes of February 19, 2020
7. Board/Committee Volunteer Application – Mark Rizza
8. Professional Resume – Mark Rizza
9. Board/Committee Volunteer Application Philip Madell
10. 2020 NEMMC Best Management Practice Plan for Topsfield
11. Topsfield Coordinated Mosquito Control Response
12. Notice to Tobacco Retailers re February 4, 2020 Training
13. Proctor Germ Experiment 2/13/20 Document
14. Thank you note from Glow Spa
15. VNA Screening For COVID-19 Document

These Minutes were reviewed and accepted at the April 29,2020 Meeting.

Pursuant to the 'Open Meeting Law, G.L. c. 30A, §18-25, the approval of these minutes by the Board 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 Board as to the completeness or accuracy of such statements.
