

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

Date:	Wednesday, March 15, 2023
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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
Gerard McDonald, Health Director	Yes
Julia Lobel RN, Tri-Town Public Health Nurse	Yes
Susan Winslow, Minutes Secretary	Yes

VISITORS PRESENT: Topsfield Cable Television

OPENING

The meeting of the Topsfield Board of Health was called to order at 6:01 pm on March 15, 2023 by Chair Sheryl Knutsen.

ANNOUNCEMENTS

Chair 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 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. Topsfield Cable Television recorded the meeting.

MOMENT OF SILENCE

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

NEW BUSINESS

15 Perkins Circle – Request for Reclassification of Bedroom Count

With no homeowner or representative in attendance, Health Director McDonald presented the request for a reclassification of bedroom count at 15 Perkins Circle from 4 bedrooms to 5 bedrooms as follows:

- Email dated March 7, 2023 from Chad Stutz requesting a reclassification of 15 Perkins Circle from a four bedroom dwelling to a five bedroom dwelling because the septic system has now been upgraded to accommodate 5 bedrooms.
- Copy of Septic As Built Plan accepted by Health Director Gerard McDonald on March 14, 2023 indicating a 5 bedroom system.
- Mr. McDonald noted that there is a Title 5 Bedroom Count Deed Restriction on the property dated February 12, 2012 for four bedrooms.
- The Board determined that the Deed Restriction could be amended if requested to indicate five bedrooms.
- The Board determined that in the future, applicants for this type of request must be present or have a representative present for the meeting. The Criteria for Requesting a Reclassification of Bedroom Count under Title 5 will be reviewed at the April 19, 2023 meeting.

The Board determined that the request met the criteria to grant a reclassification.

VOTE: Mr. Rizza made a motion to grant the request to reclassify the bedroom count at 15 Perkins Circle from 4 bedrooms to 5 bedrooms. Seconded by Ms. Lischko. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Rizza – yes

Eaton – yes

Lischko – yes

Knutsen – yes

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

MEETING MINUTES

February 22, 2023

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of February 22, 2023. There were none.

VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of February 22, 2023 as written. Seconded by Mr. Rizza. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote.

Rizza – yes

Eaton – yes

Lischko – yes

Knutsen – yes

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

HEALTH DIRECTOR REPORT:

The Board welcomed new Health Director Gerry McDonald.

Director McDonald presented the following report to the Board:

Housing:

Amberwood Mouse Complaint- Tri-Town Health Inspector Mark Carleo attempted to conduct an inspection on multiple occasions and no-one answered the door. On February 24, 2023, a letter was sent to the owner of the unit in question with a request to contact the Board of Health with copies to the property manager and president of the homeowner's association.

Mr. Carleo has resigned as Tri-Town Inspector, effective date 3/6/2023. He has returned materials provided to him to Topsfield Health Department office. Middleton Health Agent in process of setting up interviews to fill position and coordinating with Topsfield and Boxford.

John Coulon RS hosted Gerry McDonald on a tour of the Topsfield Fairgrounds, the Nike site, Alfalfa and Connemara Farms. Introduced Gerry to Jamie O'Brien at the Fairgrounds.

68 River Road – on hold pending application for demolition. Heidi Gaffney has been conducting site visits with reps from DEP re: dewatering basement which continues to flood. Application received for soil testing.

13 Ross Road – At January 25, 2023 Meeting, the Board voted to allow the resumption of human habitation. Mr. Wilson and his wife are back home.

Barry Keppard from MAPC has been assisting with PHE Grant Deliverables. Sheryl Knutsen has been attending ARPA meetings.

Other:

Thank you to Chair Knutsen for stepping into the lead role in the office and to Mark Rizza for his help with the FY24 Budget process.

Gerry McDonald has accepted position of Health Director and has been working in that role since March 1, 2023.

Title 5 Inspection Reports, Food Permit Renewals, Septic Installer and Hauler Renewals, Septic Reviews, Certificates of Compliance issued, projects moving forward.

Tri-Town Public Health Nurse Julia Lobel RN presented the following report to the Board:

Topsfield BOH Meeting March 15, 2023

COVID:

Trending down on wastewater area plants

Tri-town vaccination clinics have been successful, each clinic serves ages 6 months and up clinics will continue to run through June 2023

March 16th Topsfield Town Hall

March 23rd Middleton Flint Library

May add Boxford COA once new space is open and I have office space there, anticipated date pushed back to April 15th. Will have regular hours there on Thursdays, date has kept getting moved because of construction delays. Kendall has previously stated there was no office space available at Town Hall/Health Dept.

All individuals 6 months and up are now eligible for an updated bivalent booster vaccine. Clinics have been slowing down, the primary need is for infants completing or starting vaccine series. Less than 10 appointments per clinic right now. Pediatricians are not carrying vaccines due to storage and ordering minimums.

FLU UPDATE:

Estimated flu severity in low level in MA according to DPH

45.75% vaccination rate coverage

Will likely see second wave of flu B - some cases coming into MAVEN already

Flu vaccine continues to be offered at Topsfield Town Hall (from remaining Middleton supply) advertised on Town website to call health dept

iHealth Test Kits:

FDA extended expiration dates on iHealth test kits an additional 3 months in January (for a total of 9 months from original expiration date listed on the package) (Or 15 months from date of manufacture, which is not actually listed on package)

QR codes were finally updated

Majority of test kits circulating in Tri-Town all expire in April, some kits expire in June that Topsfield distributed Keep any leftovers in storage and wait to see if expiration dates will be extended, don't throw them away yet!

New COMBO FLU/COVID Test kits approved by FDA:

The U.S. Food & Drug Administration has authorized the first over-the-counter at-home test that will test for both the flu and COVID-19 viruses.

Test kits have been available in Canada Since August 2022

Price could be around \$70

Nasal swab, PCR test, 30 minutes for results

The company filed for bankruptcy so unknown timeline for when test kits will be made available

If tests become readily available, they will be a game changer in early identification of disease, and hopefully reducing spread of disease.

There are some consequences to using at-home tests, IE people not getting proper treatment, not detecting variants, and false negatives from inaccurate testing too early.

Strep throat:

Increase of strep cases at Cole School in Boxford - 36 cases total from Jan 6 through Mar 6 - all mild symptoms, no severe or hospitalized cases. 12 of 23 classrooms has cases, predominantly in "multiage" classroom (grade 1/2)

Worked with school nurse, principal, superintendent and facilities director. Classroom notifications were sent for each case and a general notification was sent out by the principal to the school community on 2/10/23 to inform of an uptick in cases in the school community. State epi was notified of the cluster activity and monitored case activity. Enhanced cleaning was performed at school. Reviewed cleaning protocol, disinfectant choice, contact time etc with facilities director.

Per State Epi - "There is a nationwide increase of GAS (both invasive and non-invasive), so it is not surprising to see this. However, prompt treatment of cases, good hand hygiene and disinfection of shared surfaces should decrease the likelihood of transmission."

More cases coming through at other elementary schools in Topsfield.

Norovirus:

Trending upwards Nationally and in Northeast according to CDC

Cases up 17% in March per CDC

"Stomach flu" - Very contagious, spreads easily

Hand sanitizer is not effective for norovirus, good handwashing is key!

Spreads from:

- Having direct contact with an infected person
-
- Consuming contaminated food or water
-
- Touching contaminated surfaces and then putting your
- unwashed hands in your mouth

Symptoms: Diarrhea, vomiting, nausea, stomach pain, fever, headache, body aches

<https://www.cdc.gov/surveillance/nrevss/norovirus/region.html#north>

H5N1 Update Avian flu / Bird Flu:

What's up with egg prices? Some people have even experienced pasta & chicken rationing or shortages recently. (Dozen eggs at Market Basket is \$3.99, but many reports cite much higher costs)

Experts estimate that 58 million birds have been affected in the U.S. alone since 2021.

Major production & supply chain issues due to quarantine, cleaning and culling of birds when cases occur.

Avian flu / Bird Flu is not a new virus, the virus has come and gone for many years, typically carried by migratory birds and spreads to domestic birds, two types HPAI and LPAI, "high path" and "low path". Now is developing sub-strains and infecting mammals (foxes, bears, mink, whales, and seals) avian flu typically does not last this long in the bird population.

Recently in fall 2022, local cases of H5N1 in Danvers at Putnam Reservoir caused Topsfield Fair to close the Poultry exhibit (testing came back as low path H5N1 but had to close due to timing and quarantine measures). Anytime a virus enters the avian or swine population, there is a concern for "viral reassignment" and an epidemic or pandemic can occur like what was seen in 2009-2010, or more recently with COVID. This situation is not of great concern at this time but will continue to be monitored.

To date, approximately 10 humans have been infected worldwide with H5N1 (1 case in the US who had very mild symptoms and was a farm worker).

FULL ARTICLE: [How Concerned Should We Be About Bird Flu? | Johns Hopkins](#)

Report Sick or Dead Birds:

Poultry or Livestock

(Chickens, turkeys, gamebirds, pigeons, guinea fowl, and domestic ducks and geese)

MDAR Division of Animal Health

(617) 626-1795

<https://www.mass.gov/forms/poultry-disease-reporting-form>

Sea Birds

(Gulls, terns, cormorants, sea ducks)

Division of Fisheries and Wildlife

<https://www.mass.gov/forms/report-observations-of-dead-wild-birds>

Public Health Emergency set to end May 11 2023

The end of PHE status means the federal government will no longer play a significant role in addressing COVID-19, and will be handled like other respiratory viruses.

COVID vaccine clinics will continue to run as long as supplies last. Vaccines will continue to be free.

Trailer unit:

Inside of unit is complete, just waiting on decals on outside.

Purchased with ARPA funds for Tri Town

Public Health outreach:

Planned Events

Temporary Events

Unplanned Events

Response to Major Incidents

Incident Command Center

Community Outreach /Screening Events



Senior at Risk Task Force:

Monthly meetings continue to help assist seniors and connect with services, can be to connect with ongoing services through Senior Care or 1 off services that seniors need assistance with. Voluntary service referred through police, fire, COA, veterans agent etc. Hoarding/decluttering services continues to be a main focus of the task force as Senior Care lost grant funding for their hoarding team. Local resources are critical for residents to get assistance with

GCACC:

Working on an after-action report with Rachel Lee - Sheryl was very helpful providing examples from exercises and real-world Tri-Town H1N1 After Action Report!

Also working on After action report for Masconomet Regional High School use as EDS site

TTC Community Conversation

Need to bridge the conversion gap between substance use and non use in tri-town - what tools do staff, parents and students have to address substance use?

Issue of mental health discussed a lot in TTC YRBS survey -

Opioid Settlement Fund Suggestion: - Middleton may be funding part of this?

Support Youth Mental Health Initiatives in Tri-Town by funding expansion of Mental health First Aid: Fund more classes at Topsfield Town Hall, Masco, Flint Library???

Collaboration from Public Health would be good use for opioid fund as TTC Grant fund for Mental Health First Aid is running out

Background on Youth Mental Health First Aid (YMHFA) offered by TTC:

From Meredith Shaw at TTC "We've run this program the past 5 years semi-annually, and with 2 trainers the capacity is 30. We had an agreement with Northshore Education Consortium to provide the training for up to 30 people for \$1200, and we've in the past covered the cost of participant manuals at \$20 per manual.

[Here's a blog post](#) written by one of the trainers that outlines the program pretty well."

Approx Cost for current training (twice a year) \$3600 annually for training for 60 people.

Behavioral Health Helpline:

Great progress from MA, puts all info from the state such as 211, 988, B-SAS, Substance abuse hotline, into 1 place regardless of age, insurance, and need. One phone number is available now!

Began in 2019 under Gov Baker. Fully funded for the next 5 years. Since its launch in January, with no official marketing yet, the helpline has fielded over 5,000 calls. Goal is to streamline resources and reduce burden on ED's while getting people the help they need and will actually follow through with.



Informational materials are starting to come in that I ordered from DPH clearinghouse, I will be distributing them throughout Tri-Town - Police, Fire, Library, COA, schools.

TTU has met with the area outreach coordinator, Gail Cavanaugh-McAuliff, and will be promoting it as a resource for parents and students as well as staff. Dr Morrison will review info with principals and school committee members.

DESE is announcing the new platform on commissioners' weekly update as well.

Will see more advertising for the platform in April.

Social Media Materials:

<https://www.mass.gov/info-details/social-media-materials-behavioral-health-roadmap#help-line-copy->

A new CDC report suggests such programs are needed for U.S. teens now more than ever.
(In addition to our local YRBS data provided by TTC, echoes similar results on a national level)

[Youth Risk Behavior Survey Data Summary & Trends Report: 2011-2021](#)

Highlights from 2021 CDC Youth Risk Behavior Survey Data Summary & Trends Report

The report, which surveyed over 17,000 high school students, found that teen girls and LGBTQ+ teens are suffering unprecedented levels of suicidal thoughts, sexual violence, and substance abuse.

- Kids are not alright, kids are in crisis
-
- All students mental health got worse
-
- 3 in 5 teen girls reports sadness
-
- 42% of high school students, experienced depression symptoms in last year
-
- 29% reported mental health was poor in last month
-
- 10% attempted suicide in last year
-
- 14% of girls reported they were physically forced to have sex
-
- 25% LGBTQ were bullied, did not go to school, attempted suicide

2022 Community Health Needs Assessment Published by Beverly Hospital

“Two things that impact the health of the population is the drug epidemic, and also the mental health issues that many times go hand and hand.” -BH/AGH Community Health Survey respondent

<https://www.beverlyhospital.org/media/963576/bh-agh-2022-community-health-needs-assessment-093022.pdf>

(This highlights why investment in youth mental health, supporting police, fire/EMS, and promoting the new behavioral health helpline are critical in our community)

Opioid Settlement Fund:

Links to Opioid payments and agreements:

Maximum Distributor and Johnson and Johnson Payments

	Boxford	Middleton	Topsfield
Summer/Fall 2022	\$40,340	\$40,552	\$31,543 not received
July 15 2023	\$7,002	\$7,039	\$5,475
July 15 2024	\$8,765	\$8,810	\$6,853
July 15 2025	\$8,765	\$8,810	\$6,853
July 15 2026	\$10,110	\$10,163	\$7,905
July 15 2027	\$10,110	\$10,163	\$7,905
July 15 2028	\$11,654	\$11,715	\$9,112

July 15 2029	\$12,021	\$12,084	\$9,399
July 15 2030	\$12,021	\$12,084	\$9,399
July 15 2031	\$10,378	\$10,432	\$8,115
July 15 2032	\$8,665	\$8,710	\$6,775
July 15 2033	\$8,665	\$8,710	\$6,775
July 15 2034	\$8,665	\$8,710	\$6,775
July 15 2035	\$8,665	\$8,710	\$6,775
July 15 2036	\$8,665	\$8,710	\$6,775
July 15 2037	\$8,665	\$8,710	\$6,775
July 15 2038	\$8,665	\$8,710	\$6,775
Total	\$191,820	\$192,826	\$149,988

<https://www.mass.gov/doc/9-opioid-payments-to-massachusetts-cities-and-towns-as-of-11422/download>

2023 [projected] -Teva, Allergan, CVS, Walgreens, and Walmart - \$421 million to ORRF & Municipalities
 *towns must complete Rubris Settlement forms by April 18th.

	Boxford TBD	Middleton TBD	Topsfield TBD
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Massachusetts State Subdivision Agreement for Statewide Opioid Settlements from AG:

<https://www.mass.gov/doc/march-4-2022-ma-subdivision-agreement/download>

Middleton working with PAARI (police, assisted, addicted and recovery initiative)

<https://paarius.org/about-us/>

Topsfield fire chief discuss possible collaboration with PAARI as well at last meeting in Middleton, was going to discuss with Chief Hovey next.

Would be helpful to have an Opioid discussion panel on how to spend fund.

Discussion on things like getting narcan boxes more accessible in public places - like near AED boxes and community discussion from residents, physicians, police and fire.

What are current and future needs?

There are key guiding principles, strategies and toolkits in place on how to guide spending.

Principles for the Use of Funds From the Opioid Litigation (From Johns Hopkins School of Public Health)

1.

Spend money to save lives. Given the economic downturn, many states and localities will be tempted to use the dollars to fill holes in their budgets rather than expand needed programs. Jurisdictions should use the funds to supplement rather than replace existing spending.

2.

Use evidence to guide spending. At this point in the overdose epidemic, researchers and clinicians have built a substantial body of evidence demonstrating what works and what does not. States and localities should use this information to make funding decisions.

3.

Invest in youth prevention. States and localities should support children, youth, and families by making long-term investments in effective programs and strategies for community change.

4.

Focus on racial equity. States and localities should direct significant funds to communities affected by years of discriminatory policies and now experiencing substantial increases in overdoses.

5.

Develop a fair and transparent process for deciding where to spend the funding. This process should be guided by public health leaders with the active engagement of people and families with lived experience, clinicians, as well as other key groups.

<https://opioidprinciples.jhsph.edu/wp-content/uploads/2022/02/Opioid-Principles-Doc.pdf>

Evidence-Based Strategies for Preventing Opioid Overdose: What's Working in the United States

1. **Know you epidemic, know your response**

2. - people follow a variety of paths toward opioid misuse and overdose. Need to have a clear understanding of local public health challenges and how to address them.

3.

4. **Make collaboration your strategy**

5. - partnerships between all depts public health/public safety

6.

7. **Nothing about us without us**

8. - include those with lived experience of those in planning process

9.

10. **Meet people where they are**

11. - what objectives are important to them personally? Positive, judgement free encounters may be the best treatment someone gets.

<https://www.cdc.gov/drugoverdose/pdf/pubs/2018-evidence-based-strategies.pdf>

Opioid Toolkit - Developed by the Massachusetts Health Officers Association and Education Development Center with support from the Local Public Health (MHOA)

<https://opioid-toolkit.mhoa.com/wp-content/uploads/2022/06/MHOA-Opioid-Toolkit-6-22.pdf>



Number of Opioid-Related Overdose Deaths, All Intent by City/Town 2015-2021

Massachusetts Department of Public Health

POSTED: JUNE 2022

Note to Readers: As previously published, Table 1 contains counts of opioid-related overdose deaths in the city/town of residence for the decedents among MA residents. Table 2 contains counts of opioid-related overdose deaths in the city/town of the death occurrence. The counts in Table 2 are different from Table 1 because they include counts based on location of death versus location of the decedent's residence (Table 1). Massachusetts residents who died in Massachusetts are included in both tables. Massachusetts residents who died outside of Massachusetts are included in the "Death Occurrence" table (Table 2) as "Outside of Massachusetts". Non-Massachusetts residents who died in Massachusetts are not included in the "Residence" table (Table 1).

Table 1. Number of confirmed opioid-related overdose deaths for all intents by city/town of residence for the decedent, among MA residents, 2015-2021. From 2020 to 2021, additional cases are still being confirmed by the Office of the Chief Medical Examiner. This report will be updated quarterly and all new confirmed cases will be included in the table below with previously confirmed cases.

City/Town of Residence	Year of Death						
	2015	2016	2017	2018	2019	2020	2021
Boxford	2	1	1	0	1	0	1
Middleton	4	2	3	2	2	0	2
Topsfield	0	1	1	0	1	2	0

Year of Death							
Town	2015	2016	2017	2018	2019	2020	2021
Boxford	2	1	1	0	1	0	1
Middleton	4	2	3	2	2	0	2
Topsfield	0	1	1	0	1	2	0

<https://www.mass.gov/doc/opioid-related-overdose-deaths-by-city-town-june-2022/download>

Naloxone Update:

The FDA is expected to decide by March 29 whether to make the lifesaving medication available without a prescription.

Consider having it readily available. A lot of stigma still surrounds use.

Short Video everyone should watch: <https://www.youtube.com/shorts/Our2RaXhRVQ>

Public Health Excellence (PHE) Grant Update:

Chair Knutsen updated the Board regarding the following:

- Tri-Town Public Health Inspector Mark Carleo REHS has resigned.
- Ms. Knutsen will be involved in the interview process with the Middleton Health Director for a new Tri-Town Public Health Inspector. Because this position will become an employee in the Town of Middleton while serving the Tri-Town, the Town of Middleton has changed this position from 30 hours with no benefits to a 19 hour position with no benefits. The cost of the Tri-Town Public Health Inspector as well as the Tri-Town Public Health Nurse is covered by this Grant.

American Rescue Plan Act (ARPA) Grant Update:

Chair Knutsen reviewed the following document from the ARPA Committee:

ARPA Funds Committed and Completed	
\$95,268.69	December 2021 Premium Pay
\$176,961.00	FY23 Operating Budget off-Set
\$50,350.00	Fire Generator
\$32,000.00	Police Generator
\$14,900.00	Election Tabulators
\$49,831.92	Town Hall Generator*
\$66,992.80	DPW Lifts*
\$8,999.00	Zero Turn Mower*
\$495,303.41	
ARPA Funds Committed and in Progress	
20000	BOH Reserve
57000	Pye Brook Irrigation Well (Phase 1)
30000	Master Plan
75000	Culvert Study
190000	Library HVAC
69000	Public Works Dump Truck*
44000	Public Works Pick-up Truck*
50000	Cemetery Waterline Expansion*
535000	
ARPA Funds Select Board Acknowledged	
80000	BOH Reserve (Unspent balance from \$100,000) total
40000	Pye Brook Irrigation (Phase 2)
110000	Cemetery Roadway Improvements *
0	Planner (\$100,000 approved and then removed from consideration at this time)
230000	
Potential ARPA Projects	
20,000	Pye Brook Irrigation (Phase 3 - extra costs)
100000	Ambulance
12000	Pocket Park DT - Soft costs
250000	Pocket Park DT - Hard costs
300000	Morton Building
109000	Recycling Totes
100000	Trash totes
50000	Town Hall Energy upgrades/improvements
200000	Fiber Phase 2
1,141,000	
\$1,980,000	Available ARPA Funds
\$1,260,303	Committed/Approved ARPA Costs
\$719,696.59	Remaining Balance
* = Reallocation of funding from approved Free Cash or Cem funds at Town Meeting to ARPA	

NEW BUSINESS

Northeast Massachusetts Mosquito Control (NEMMC) 2023 Best Management Practice Plan for Topsfield

The Board reviewed two documents from NEMMC:

- 2023 Integrated Pest and Vector Management Plan
- 2023 Best Management Practice Plan for Topsfield

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The Board discussed past practices with barrier spraying, larviciding and mosquito surveillance as well as response from NEMMC in years past. The Board discussed the increase from 2022, when the cost was \$49,840.00 to 2023 when the cost will be \$51,226.00. Payment for this service comes from the Cherry Sheet each year.

VOTE: Ms. Lischko made a motion to accept the 2023 Best Management Practice Plan for Topsfield and the 2023 Integrated Pest and Vector Management Plan from Northeast Massachusetts Mosquito Control. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Rizza – yes

Lischko – yes

Eaton – yes

Knutsen – yes

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

OLD BUSINESS

Bills Paid

The Board reviewed bills paid since the February 22, 2023 Meeting

Revenue

The Board reviewed revenue since the February 22, 2023 Meeting in the amount of \$1,882.20.

ADJOURN

Chair Knutsen asked if there was any further business. Determining that there was none, Ms. Knutsen called for a motion to adjourn.

VOTE: Mr. Rizza made a motion to adjourn. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Eaton – yes

Rizza - yes

Lischko – yes

Knutsen – yes

The motion was approved in a vote of 4 - 0 and the meeting adjourned at 7:50 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:

- March 15, 2023 Agenda
- February 22, 2023 Meeting Minutes
- Resignation letter from Mark Carleo dated March 7, 2023
- Email from Chad Stutz dated March 7, 2023
- Septic As Built Plan for 15 Perkins Circle dated 2/23/23 and accepted 3/14/23
- 15 Perkins Circle Title 5 Bedroom Count Deed Restriction dated February 2, 2012

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- NEMMC 2023 Integrated Pest and Vector Management Plan
- NEMMC 2023 Best Management Practice Plan for Topsfield
- Monthly Revenue Document
- Bills Paid

These Meeting Minutes were approved at the April 19, 2023 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.