

BOARD OF HEALTH



TOWN OF HEATH Massachusetts

HEATH BOARD OF HEALTH MONTHLY MEETING - MINUTES Meeting Held February 3, 2022 – 3:30 – 5:00 via Zoom

- I. Board members in attendance: Randy Crochier (FRCOG), Lorraine Berger, Gene Garland, Barbara Gordon, Susan Gruen, Elissa Viarengo, Kate Peppard (Clerk). Meeting guest: Kate Barrows (Library Director)
- II. Meeting called to order 9:02 AM (Garland)
 - a. Agenda reviewed. New Item: Facebook page
- III. Review/approve minutes:
 - a. Barbara moved to delay the review of the January 5, 2022 meeting minutes until the March meeting because of technical issues leading to the failure of Kate to receive the submitted suggested edits. Seconded: Susan. AYES: Susan, Elissa, Barbara, Gene, Lorraine
- IV. Chairman's Report
 - a. LBOH Meeting: Gene was not able to make it to the meeting this past week, will be attending this week and will update.
 - b. MAPHCO: No January meeting, next meeting will be 2/14
 - c. Budget: Draft budget submitted to Hilma 1/31
 - i. Gene increased line items by 2% for COLA. Barbara noted that CPHS is doing a 6% increase. Barbara moved to approve the submitted BOH budget COLA increase at 6% for FY23. Second: Susan. Ayes: Susan, Gene, Lorraine, Elissa, Barbara.
 - ii. Kate will be issuing paperwork for stipends in the coming weeks
 - iii. BOH expenses & Revolving Fund
 - 1. Randy noted that Heath BOH revolving fund was approved for both the temporary occupancy permits and
 - 2. Susan noted that the town has contracted with the most expensive robo-call service, we should keep this in mind. BOH had previously done research and found a better and more affordable service, but the Town had already signed a multiple year contract. When the contract expires, we should reconsider providers.
- 3. ACTION: Gene to ask Betsy to come in for history on budget**
- V. BOH Clerk Report (Kate)
 - a. Move – took approximately a week's worth of Kate's time, Clerk was asked to
 - i. Barbara moved that we send a letter from our chair requesting that the cost associated with the relocation of the Clerk's office against the BOH recommendation be paid for with monies other than BOH Clerk Salary budget and we request they seek other sources of funding for this

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imposed moved such as ARPA or CARES. Second: Elissa. Ayes: Susan, Lorraine, Gene, Elissa, Barbara.

- b. Few calls/emails
- c. Working on reviewing property transfers
- VI. Nurses Report (Susan)
 - a. Lots of COVID related items:
 - i. Susan and Claire received a number of COVID related phone calls
 - ii. Due to one family's duplicate requests to both Claire and Susan, gave out a number of left over COVID kits and discovered later that they were for the same family further illustrating the importance of clarifying a system of centralized communications to the BOH.
 - iii. Made phone calls to order free Federal program COVID test kits for people who don't have computers
 - iv. Ran out of masks at Sawyer Hall for Post Office and Library, arranged for replenishment by Tim Lively.
 - v. Charlene has requested the mask mandate stay in place longer
 - vi. Have been keeping Kate Barrows updated
 - b. At-Risk residents:
 - i. Made lots of phone calls about the storm
 - ii. Asked what they do for a fire in the house and found answers concerning, think we should talk to council on aging about developing a fire safety program initiative for seniors.
 - c. Vaccines: Claire needs a back-up for ordering flu vaccines. Susan has renewed her license so she can be back-up
- VII. FRCOG Update (Randy)
 - a. Budget passed last week including CPHS budget, will result in 4% increase in assessment to the towns, it includes a 6% COLA increase
 - b. Deerfield has left the CPHS district
 - c. There is a need for a CPHS satellite office (previously located in Deerfield); Susan Lively has reached out that 18 Jacobs Road might be an option. Randy states that Buckland would provide a more central location and they are in the process of negotiating for one there.
 - d. 3 Ledges: Septic design has been delivered; owner is working on fixing the property
 - e. No update on additional properties of concern
- VIII. New Business
 - a. Privacy of BOH members – streamline correspondence, etc. BOH members have been experiencing a lot of direct contact about various issues and this needs to be streamlined.

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- i. Susan prefers that Hilma call Susan with the name and number of people who have called her with COVID or other health concerns
 - ii. Barbara noted that we should make use of BCC when including outside people in email chains. Requests should be FORWARDED to BOH members.
 - iii. Kate offered to adjust the website to direct people to email their requests to BOH, can expect a response within 48 hours. We will also request that any requests that come in be funneled through the BOH email. **ACTION ITEM: Kate to update web and draft letter to BOS requesting correspondence to BOH members go through BOH clerk.**
 - b. Sawyer Hall office
 - i. Susan Gruen noted that MLB board has requested office space at Sawyer Hall. Susan would like to request a space at Sawyer Hall for BOH. They are renting a large amount of space at 18 Jacobs Road to an outside group which increases COVID exposure potential.
 - ii. Barbara feels the timing is appropriate for submitting requests as the Select Board will be meeting in the next 2 weeks to discuss how space is will ultimately be distributed throughout ALL town buildings. Advocates for noting the BOH would ultimately like a space at Sawyer Hall.
 - iii. Susan moved that we send a letter to the BOS that as they consider the renovations and allocations of town buildings and spaces, we request to house the BOH Clerk Office at Sawyer Hall. Second: Barbara. Ayes: Susan, Gene, Lorraine, Elissa, Barbara. **ACTION: Kate to draft a letter for distribution.**
 - c. End of Life Act: missed the deadline
 - d. Facebook Page: Gene started one a number of years ago. Elissa offered to administer the Facebook page. Gene and Elissa to connect.
- IX. On-Going Business
- a. COVID issues for discussion:
 - i. Barbara: Rapid Antigen Test Kits – FRCOG has secured from the State a supply of kits to be offered free of charge *for municipal employees only*. Stipulated that they be proctored tests and must be administered by CPHS nurses; Barbara asked if we can administer if done here by town nurse. It has been confirmed that the Heath town nurse can administer the tests, but Claire will need to be trained. Susan noted that she and Victoria Burrington fill in when Claire is out. **ACTION: Susan to follow up with Claire to see if she is willing.** Can set up emergency meeting to move this forward. If in agreement, Meg Ryan is willing to travel to

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Heath to deliver kits and train them in on how to enter results into the required tracking web platform.

- ii. Library (Kate Barrows): Window service has been working ok, been putting the flag out early, aligning with the Post Office hours. Get more foot traffic when the Post Office is open. Kate feels comfortable when one person is in the space and would like to open the library back up to one person/family at a time as soon as possible.
 1. Barbara noted that numbers are going down; would like to see the trend continue for a couple more weeks before considering relaxing the restrictions on library visitation.
 2. Susan wants employees to be boosted; February vacation in two weeks, notes that numbers go up after holidays; children under 5 are not immunized. Revisit in a month.
 3. Elissa: supports thoughts and concerns of other board members. Want to stay in pro-active category; advocates staying with window service for now.
 4. Lorraine: wants to wait until the beginning of March to reevaluate to reinforce the message that we need to maintain vigilance, especially as we are becoming desensitized.
 5. Gene moved to make a recommendation to the library and trustees that they maintain window service until March when we can revisit the recommendation at the next BOH meeting. Second: Barbara. Ayes: Susan, Lorraine, Barbara, Elissa, Gene.
- iii. Masks at Jacobs Road: Elissa noted that it was reported by a Heath resident that employees at Jacobs Road were not masked when visited by the resident. Rather than masking, they asked the person visiting the office whether they wanted them to mask. Concerned that the BOH mandate for public safety as regards COVID is not being regarded with the use of masks, she suggested a letter be written. Barbara confirmed that she too witnessed employees violating the mask mandate at Jacobs Road. Notes that the BOH should notify the Select Board that employees are working in violation of the mandate. Barbara moved that we send a letter to the BOS that we have received a formal complaint regarding the failure of municipal employees to mask in their public offices while serving the public which is not consistent with the currently active mask mandate. This concern will also be taken up by the COVID COALITION which will meet the second Thursday of the month, but in the meantime, we wish to notify the BOS as their employer regarding this concern. Second: Elissa. Ayes: Susan, Elissa, Lorraine, Barbara, Gene. **ACTION: Write letter to BOS regarding masking.**

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- iv. COVID COALITION Meeting: will meet second Thursday each month. Key stakeholders will participate. Gene will send another email today to officially set the meeting up and re-invite them. He is still seeking a second BOH member to join him on this committee.
- b. Lorraine noted that she would like to be added to the Select Board rotation. Kate to fill her into the rotation. Lorraine notified the group she needed to leave the meeting (10:50 AM).
- c. BOH Herald Corner – Elissa asked that Lorraine assist with doing an article regarding the mental aspect of the pandemic. Unanimous support expressed.
- d. Monthly Reports to Select Board – Kate proposed a template for the BOH presentation to the BOS. This will be a written report sent to the BOS, it is not intended for presentation by a BOH member. Barbara noted that mail needs to be sent in by noon the day prior to the meeting. Barbara notes that it would be helpful to break the COVID count down further and make a statement of the trend. Kate to include monthly and weekly (?) trends and also request monthly hours from BOH members spent in performing BOH tasks and attending meetings.
- e. CPHS meeting held on January 20th (Barbara)
 - i. Reviewed FRCOG CPHS budget and voted to accept as presented. Barbara noted that she contacted the Council Rep (Brian DeVries) to notify him the budget was approved. Council later approved it, and now it will go through FinCom. **ACTION: Barbara to send to BOH email to FinCom to update them on the status.**
 - ii. Needs assessment survey for seniors going out; Barbara heard our Council on Aging ~~has~~ had previously declined to participate. **ACTION: Barbara to reach out to FRCOG to verify status of Heath's response and explore possible reactivation of interest**
 - iii. CPHS nurses are Still holding home-bound vaccination clinics for COVID/Flu (Fridays). Susan noted we did six people through this program last month.
- f. Heath Herald BOH article (Elissa): want to pursue the topic of looking at the pandemic from a mental health perspective. Susan noted to highlight elderly, children and those in between.
- g. MVP (Elissa): there was supposed to be a first draft review in early 2022 with a public meeting in spring of 2022. Elissa will follow up with Hilma.
- h. Idling: on-going.
- i. Mohawk Estates Porta-Potty: complaint being used more often than what it was approved for and that campers have been dumping into the porta-potty. Jenny Hamilton noted that she has been monitoring via a webcam and refutes this. Dam work has periodically been happening. Barbara notes that we need clarification on

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by-laws to know what we can enforce. **ACTION: Gene to ask for clarification from the Planning Board on off-season use.** Elissa asked if we can find out how much it is being used. Barbara noted that having a well-maintained porta-potty may actually be a public health benefit. Any concerns about off-season use should go through the Planning Board and the Mohawk Estates association. We will send an email response from BOH to the complainant.

- XI. Suspended/On-Hold:
 - 1. 4 Apache Drive
 - 2. 20 Judd Road: update on Order to Correct
 - 3. 21/27 West Brook trash issue
 - 4. Abandoned and dilapidated buildings project
 - 5. Godek complaint to BOS for Flagg Hill standing water
 - 6. Future meetings at Community Hall – hold until mandate lifts
- X. Public Comment – NONE
- XI. Barbara moved to adjourn the meeting at 11:58. Second: Susan. AYES: Garland, Gruen, Gordon, Viarengo. Motion approved. Meeting Adjourned.

Meeting minutes produced by Kate Peppard, BOH Clerk.