

Harvard Board of Health Meeting Minutes
Zoom Meeting
Tuesday, April 14, 2020
Approved: April 28, 2020

Board of Health Members present: Sharon McCarthy; Tom Philippou, Chair; Libby Levison.

Attending: Alison Flynn, Board of Health (“BOH”) Clerk; Ira Grossman, Health Agent, Nashoba Associated Boards of Health (“NABH”); Joan Eliyesil, The Harvard Press; Dan Wolfe, David E. Ross Associates; Chris Ryan, Director of Community and Economic Development.

Mr. Philippou called the meeting to order at 7:01 p.m.

Ms. Flynn read aloud the BOH Remote Meeting Preamble, including Confirmation of Member Access, the Introduction to Remote Meeting, and Meeting Business Ground Rules.

PUBLIC COMMENT- Ms. Eliyesil was able to hear and see the meeting, but the meeting attendees could not hear her. She typed in the “chat” bar her question which was whether Harvard has received any contact tracing help from Partners In Health. Mr. Grossman indicated that it has not, but that NABH began contact tracing for Harvard as soon as the first positive result was received. Mr. Philippou also added that additional nurses have been hired by NABH to assist with case management, including contact tracing.

NEW BUSINESS

a. 15 Harris Lane: Consideration of proposed bedroom deed restriction- Mr. Wolfe presented the residents’ request for approval of a 5 bedroom deed restriction. He indicated the residents would like to add an in-law apartment, consisting of a bedroom, living room, and kitchen, to the existing house. The BOH members reviewed the homeowner sketch of the existing room count, as well as the architectural plan for the proposed addition. Mr. Grossman stated he does not have an objection to the request for a bedroom deed restriction. Mr. Wolfe indicated that he and the homeowners have been in touch with Mr. Grossman since early in the planning stages to ensure that the proposed plan presented to the BOH is reasonable and allowable. Ms. McCarthy made a motion to accept the 5 bedroom deed restriction for 15 Harris Lane; Ms. Levison seconded. No further discussion was needed, and all members were in favor by a roll-call vote.

b. Discussion with Director of Community & Economic Development regarding understanding of the BOH Clerk’s hours/budget- Mr. Ryan indicated that the purpose of his inquiry was to clarify the BOH’s understanding of Ms. Flynn’s hours in connection with his review and sign-off of her timesheets, and in response to Mr. Bragan’s statement that hours beyond 19 have the potential to trigger benefits. Ms. Flynn explained that historically her hours have varied week to week. Because she does not receive paid time off or holidays, and because the BOH allows her to take up to 4 weeks unpaid time off per fiscal year, she is able to add additional hours at this time while still staying within budget. Ms. McCarthy made a motion that the BOH supports Ms. Flynn in the management of her time within the budget that has been

allotted to her. Ms. McCarthy amended the motion to include that BOH will support this by providing Mr. Ryan with a statement to have on file to attach to Ms. Flynn's timesheet should her timesheet exceed 19 hours in a given week. Mr. Philippou amended the motion to include that Ms. Flynn's hours on average remain consistent to the budget approved by the Town Administration. All members were in favor of the amended motion by roll-call vote.

Mr. Philippou asked that Ms. Flynn look into State funding that may be available to offset operational expenses and additional hours that may be needed during this time of public health emergency. Ms. Flynn agreed to do so.

c. Clerk and Health Agent Update

Ms. Flynn and Mr. Grossman advised that the homeowners for 225 Bolton Road requested approval of a 5 bedroom deed restriction, and the plans for consideration were received via e-mail today. Mr. Grossman advised that the house is under construction currently and has a permit for a septic system designed for 5 bedrooms which will expire shortly. He indicated that the submitted plans show that the basement was recently finished, reflecting a current room count of 12 or 13 rooms. Mr. Grossman indicated that the homeowners will need a bedroom deed restriction or a permit for a larger capacity system; he stated he does not think a larger system is possible in that location. Mr. Grossman did not have any objections to approval of the deed restriction. He stated that he not think the finished space is intended or anticipated for use as a bedroom. Ms. McCarthy made the motion to accept the bedroom deed restriction for 225 Bolton Road; Ms. Levison seconded. All members were in favor by roll-call vote.

Mr. Grossman reported that a couple of tenants at Foxglove Apartments have expressed concerned about the other tenants' movements and visitors in the building. Mr. Grossman indicated he has been in contact with the Property Manager at SK Properties, who has been in touch with the On-Site Manager at Foxglove Apartments, and it appears they are doing everything they should be as far as controlling the common rooms, hallways, people coming and going, and doing a pretty good job of cleaning doorknobs, common spaces, disinfecting surfaces. Mr. Grossman indicated that not much more that can be done as residents have individual apartments and there is not a stay-in-place order. Mr. Grossman confirmed for the members that there are CDC signs posted. Ms. Levison added that the COA is working to obtain contact lists of the 20-22 units at Foxglove Apartments and 40-45 residents at Bowers Brook Apartments. Mr. Philippou asked that Ms. Levison request that if the COA receives resident lists, they be shared with the BOH. Ms. Levison also advised that the COA has requested cloth masks from sewers across Harvard, and has received about 100; Ms. Thompson is sending out the masks to residents, as requested. Mr. Grossman stated that he advised property managers that he can put them in touch with the COA if residents are requesting masks.

Ms. Flynn reported that she will be meeting with Chris Ryan and Liz Allard later in the week to discuss safety procedures to implement in the Land Use Office in advance of Town Hall re-opening to the public. The members offered suggestions which Ms. Flynn will provide to Mr. Ryan; Mr. Grossman agreed to e-mail Ms. Flynn his suggestions.

OLD BUSINESS

a. Continued discussion regarding COVID-19 response, preparedness, messaging, and enforcement of the Governor's Order of 3/23/20, including a Community Resources reference sheet- Ms. Levison shared a diagram from a former director of the CDC which includes a graphic describing how to contain Covid-19. Mr. Philippou commented that while it is a good graphic, it reflects a plan that is utopian; the Board decided not to post the graphic

Ms. McCarthy indicated she prepared a draft "Consider This" piece for The Harvard Press because of her concern that the FAQ is not getting enough traffic on the webpage. The members reviewed and revised the draft. Ms. McCarthy will continue revising the document before sending a final to The Harvard Press for printing. Ms. Flynn will substitute the language in the FAQ with that finalized today, and the FAQ will be reviewed at the next BOH meeting.

Mr. Philippou will contact Ron O'Connor at DPH to suggest contact tracing calls give call recipients an official call- back number to allow recipients to confirm that they are not receiving a scam call.

Ms. Levison reported that she contacted Ron O'Connor to follow-up on questions she submitted and learned that the BOH is not on an e-mail list which receives answers to FAQ. Mr. O'Connor provided her with a summary of the answers which she will provide to Ms. Flynn for distribution, and advised how the BOH can be added to this e-mail list. Ms. Levison indicated that she also learned that DPH is holding a sequence of other calls for local boards of health (LBOH) in addition to the Tuesday call that the HBOH joins each week. She said that this sequence also includes a Friday at 9 am call available to one person from each of the 351 LBOH. Ms. McCarthy and Mr. Philippou volunteered to share the responsibility of joining this call. Ms. Levison will request DPH send the BOH invitations to the Friday call for Ms. Flynn's distribution to Mr. Philippou and Ms. McCarthy.

Ms. Levison indicated that she learned in today's DPH call that they are working on establishing prioritized testing for congregate living for seniors that are not categorized as nursing homes.

The members agreed that a "Community Resources" document would be prepared at the next meeting.

ACTION ITEMS- Action items from the last meeting were reviewed.

PERMITS

The BOH members reviewed the septic permit application package for a distribution box replacement at 78 East Bare Hill Road; Ms. Levison seconded. All members were in favor by roll-call vote.

The BOH members reviewed the septic permit application package for a permit renewal for a seasonal upgrade at 43 Pine Ridge Drive. Mr. Grossman advised that the upgrade is under contract but will not be completed by the permit expiration date. Ms. Levison made the motion to grant the extension; Ms. McCarthy seconded. All were in favor by roll-call vote.

The BOH members reviewed the septic permit application package for a distribution box replacement at 132 Stow Road; Ms. Levison seconded. All members were in favor by roll-call vote.

MINUTES

Ms. Levison made the motion to approve the minutes of 4/7/20 as amended; Ms. McCarthy seconded. All were in favor by roll-call vote.

ITEMS FOR THE NEXT AGENDA- Items for the next agenda were discussed.

ADJOURNMENT- Ms. Levison made the motion to adjourn at 9:03 p.m.; Mr. Philippou seconded. All were in favor by roll call vote.

Respectfully submitted,

Alison Flynn, Clerk

Documents Referenced:

- Agenda
- Draft minutes of 4/7/20
- 15 Harris Lane: Mr. Wolfe's letter of 4/2/20, homeowner sketch of existing rooms, architectural plan for proposed addition, septic permit, proposed bedroom deed restriction
- Excel spreadsheet of AWF Hours Worked in FY20 through 4/10/20
- 225 Bolton Road: Mr. DiGeronimo's letter of 4/9/20, whole house plans, proposed bedroom deed restriction
- "Box it in" Tweet of Dr.Tom Frieden
- Draft "Consider This" piece
- Septic permit application packages for 78 East Bare Hill Road, 132 Stow Road, and 43 Pine Ridge Drive