

**Harvard Board of Health Meeting Minutes**  
**Zoom Meeting**  
**Tuesday, April 28, 2020**  
**Approved: May 5, 2020**

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

*Attending (not an inclusive list):* Ira Grossman, Health Agent, Nashoba Associated Boards of Health (“NABH”); Alison Flynn, Board of Health (“BOH”) Clerk; Joan Eliyesil & Bob Coit, The Harvard Press.

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

Mr. Philippou called the meeting to order at 7:03 p.m.

**PUBLIC COMMENT-** Mr. Philippou agreed to allow Ms. Eliyesil to reserve her questions until the COVID-19 discussion.

**NEW BUSINESS**

a. Discuss T. Philippou’s term expiration- Mr. Philippou indicated he will seek to continue his term. He will e-mail Ms. Doucet advising her of the same.

b. Clerk and Health Agent Update-

- Ms. Flynn reported she received an e-mailed update from the owner of 23 Lovers Lane and forwarded the same to the members and Health Agent.
- Mr. Grossman indicated that he received Ms. Levison’s text about a Deerfoot Trail property and has not yet spoken to Mr. Vallente.
- The members considered the contents of Ms. Flynn’s e-mail regarding changes in procedure at the Worcester Registry in Deeds concerning the acceptance of electronic signatures. Ms. Levison made the motion to except the emergency measures for electronic signatures from the April 19, 2020 letter from the Worcester Registry of Deeds; Ms. McCarthy seconded. All were in favor by roll call vote.

**OLD BUSINESS**

a. Continued discussion regarding COVID-19 response, preparedness, messaging, and enforcement of the Governor’s Order of 3/23/20, including preparation of a Community Resources reference sheet and discussion about the process for testing in congregate housing - Ms. McCarthy indicated that the draft letter to residents in the packet was prepared by Mr. Garreffo as a result of her conversation with him regarding her concerns that non-nursing home

congregate living, such as Foxglove Apartments and Bowers Brook Apartments, might not be adequately addressed. The members reviewed and made initial revisions to the draft letter; Ms. Levison and Ms. McCarthy agreed to further revise and finalize the letter for distribution to the residents through the property managers. Ms. McCarthy also agreed to prepare a letter to the property managers enclosing guidelines of procedures expected to be followed in the event of a cluster positive cases on-site. The members also considered and decided upon the enclosures to be included with each letter. Ms. Levison suggested the Council-on-Aging be sent copies of the final letters with enclosures.

The members discussed publishing the Contact Tracing Collaborative (CTC) flier circulated by DPH today and decided more information is needed before telephone numbers can be accurately listed. Mr. Grossman will continue to follow-up with Ms. Bedard for those numbers.

The members agreed Ms. Flynn should include the language drafted by Ms. McCarthy regarding possible scamming calls impersonating the Contact Tracing Collaborative to the BOH webpage.

Ms. Flynn advised that she was unable to identify additional funding available to LBOH for clerical assistance related to COVID-19, but will continue to look into options. Mr. Grossman indicated he is unaware of other LBOH's applying for funding.

Ms. Levison stated she advised SusanMary Redinger that the DPH is considering recommendations regarding graduation.

Ms. Levison noted that guidance has been issued by the DPH regarding Farm Stands and Farmers Markets. Mr. Philippou will provide the Order to Ms. Flynn to be sent to Mr. Willard and the Agricultural Advisory Commission.

Ms. Eliyesil about how CTC will work with Harvard cases. Mr. Grossman indicated that it is his understanding CTC is pretty close to coming on board and that a liaison officer will work with NABH. Ms. Levison added that she believes Towns will have the ability to decide based on local knowledge which cases to keep or give to CTC. Ms. McCarthy stated that currently social distancing is working well, requiring contact tracers to only contact individuals in single digits per positive but the numbers are expected to rise as restrictions are lifted.

The members also discussed that the CTC is starting to text people prior to calling if possible. Ms. McCarthy confirmed for Ms. Eliyesil that incidents of contact with scammers should be reported to the BOH or Chief Denmark to then be sent to DPH for submission to the Attorney General's Office. Mr. Coit commented that a call recipient would benefit from a voicemail from the CTC with a call-back number; Mr. Philippou stated that the DPH said this will be done.

Ms. Eliyesil asked whether positive cases from the Federal Medical Center at Devens are included in Harvard's numbers. Mr. Grossman stated he is aware of one positive case in the Federal Medical Center, but does not know if that case is included in Harvard's reported number.

The members reviewed and revised a draft guidance regarding symptoms that indicate medical attention is needed. Ms. Flynn will continue to revise the document and will post it to the BOH COVID-19 page.

b. Action items- Action items were not reviewed.

**PERMITS**- There were no permit applications for review.

**MINUTES**- Ms. McCarthy made the motion to approve the 4/14/20 minutes as amended; Ms. Levison seconded. All were in favor by roll call vote. Ms. Levison made the motion to approve the 4/21/20 minutes as amended; Ms. McCarthy seconded. All were in favor by roll call vote.

**ITEMS FOR NEXT AGENDA**- Items for the next agenda were not discussed.

**ADJOURNMENT**- Ms. Levison made the motion to adjourn at 7:59 p.m.; Ms. McCarthy seconded. All were in favor by roll call vote.

*Respectfully submitted,*

*Alison Flynn, Clerk*

**Documents Referenced:**

- Agenda
- Draft minutes of 4/14/20 & 4/21/20
- Draft “symptoms that indicate need for medical assistance” guidance document
- Draft letter to residents of Foxglove
- CDC “Stop the Spread”
- CDC “10 Things You Can Do...”
- CDC “How to Protect Yourself & Others”
- CDC “Disinfecting Your Facility”
- Multi-Use Guidelines during COVID-19
- Visitor Sign In Log
- Important Notice for Building Owners & Managers
- Multi-Unit Visitor Sign