



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue, Shrewsbury, Massachusetts 01545

Date: July 17, 2020 – **REMOTE PARTICIPATION**
To: Board of Health
From: Kerry Stockwell, Administrative Assistant
Re: Board of Health Meeting Minutes

REMOTE PARTICIPATION ATTENDANCE:

Stephen Vigeant, Jennie Fishman, and Dr. George Abraham - Shrewsbury Board of Health
Phil Leger, Katrina Stanziano, Alissa Errede, Joshan Niroula - Central Massachusetts Regional Public Health Alliance (CMRPHA)
Kristen Las - Assistant Town Manager
Seth Colby - Deputy Fire Chief

Confirming Member Access: As a preliminary matter, this is Stephen Vigeant, Chair of the Shrewsbury Board of Health. Please permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative.
Dr. George Abraham – Affirmative
Jennie Fishman – Affirmative
- Staff, when I call your name, please respond in the affirmative.
Kerry Stockwell – Affirmative
- Anticipated Speakers on the Agenda, please respond in the affirmative.
Phil Leger – Affirmative
Katrina Stanziano – Affirmative
Alissa Errede – Affirmative
Seth Colby – Affirmative
Joshan Niroula – Joined the meeting at 8:45 a.m.

Introduction to Remote Meeting: Good morning. This Open Meeting of the Shrewsbury Board of Health is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.”

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not feature public comment.

For this meeting, the Shrewsbury Board of Health is convening by telephone conference as posted on the Town's Website identifying how the public may join.

Meeting Business Ground Rules: We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes:

- The Chair will introduce each Board Member or Staff Member who has the lead role for this particulate item or guest/speaker associated with this item on the agenda. After they conclude their remarks, the Chair will go down the line of Members first and then to staff members, inviting each by name to provide any comment or questions. I will then call upon the members to offer a motion and then for a second. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking.
 - Please remember to speak clearly and in a way that helps generate accurate minutes.

For others in attendance that are expected to present:

- Please hold until your name is called to present.
 - Please remember to mute your phone or computer when you are not speaking.
 - Please remember to speak clearly and in a way that helps generate accurate minutes.
 - After your presentation, members of the Board will be given the opportunity to ask questions.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

AGENDA

1. **Call to order.** The meeting was called to order at 8:11 a.m. by Stephen Vigeant.

Stephen Vigeant initiated the meeting by congratulating Dr. George Abraham on his appointment of Chair of the Massachusetts Board of Registration in Medicine. We are very fortunate to have him on the Board. Dr. Abraham was appreciative of the kind wishes.

2. **Review and approval of Minutes from the June 5, 2020 Board of Health meeting.**

On a motion made by Dr. George Abraham, seconded by Jennie Fishman, and on a roll call vote; Dr. George Abraham, aye, Jennie Fishman, aye, and Stephen Vigeant, aye, the Board of Health voted unanimously to approve the Minutes from the June 5, 2020 Board of Health meeting. Approved 3-0.

3. **Review and Discuss Emergency Dispensing Site (EDS) Possibilities.**

Alissa Errede serves as the Chief, Office of Health & Medical Preparedness Program Manager for Region 2 Health and Medical Coordinating Coalition (HMCC). She will discuss Open EDS and Katrina Stanziano will discuss Closed EDS. She asked the Board if they would like a quick overview or if they were ready to launch into the second section. Stephen Vigeant thought it was appropriate to dive into the second section if the other members were in agreement. All Board members agreed.

OPEN EDS

The primary point of contact will work with the Environmental Health staff (i.e. Julie VanArsdalen, Phil Leger, and Danielle Edmands). Most of the information will come from Dr. Michael Hirsh, Medical Director; Karyn Clark, Director of Public Health; Colleen Bolen, Deputy Director of Public Health; Alissa Errede, Chief – Office of Health & Medical Preparedness Program Manager; Patricia Bruchmann, Chief of Nursing; and Katrina Stanziano, Planning and Operations Coordinator.

Recommendations

First Step: Form workgroups (can be amended depending on what's best for the Town) to address:

Safety/Security, Personnel/Legal, Volunteers/Recruitment*, Communication, Access/Functional Needs; Logistics/Resources; Operations. Think of the populations you have and how best to work with them.

*Volunteers (Worcester Regional Medical Reserves Corporation (MRC)) and Recruitment: Alissa Errede and Katrina Stanziano will oversee. The Town of Grafton has their own Medical Reserve Corporation. The Town of Shrewsbury is not part of that but the two (2) units do work together. A request can be placed for assistance.

Second Step: Assign staff to workgroups. Schedule a meeting and have each group assess their needs.

Third Step: Schedule a meeting with a planning group and then mitigate against resources, address concerns (i.e. staffing, supplies, equipment, etc.) and talk to one another. One group might be in need of something and then you find out that someone in another department might have what you are looking for.

At this time, Stephen Vigeant asked the Board if there were any questions.

Question: What is the timeline for establishing a workgroup?

Answer: The recommendation is to establish a workgroup as soon as possible. Right now, we're in an in-between stage with COVID-19 and we don't know when a vaccine might be available. Anticipating that a vaccine might be available around the January timeframe (could be sooner or later). Identify needs now so you can plan accordingly.

Katrina Stanziano would like the Town to re-think the Oak Middle School's floor plan. Keep in mind that floor plans will need to change due to Personal Protection Equipment (PPE), social distancing, etc.

The Board acknowledged that this is a significant effort on multiple levels for the Town and its staff.

Kristen Las and Seth Colby have had extensive conversations about EDS. A kick-off meeting will be scheduled with all appropriate parties. Those individuals will be broken down into specific groups, and then all will report back. The Town of Shrewsbury will be heavily engaged in this effort over the new few months.

Question: Will these meetings be held via remote participation?

Answer: Yes, for the time being.

No further questions.

CLOSED EDS -Public and private location(s) that have agreed to dispense medications and/or vaccines typically during a public health emergency to the individuals who work or reside there.

Katrina Stanziano is the Planning and Operations Coordinator for the City of Worcester's Office of Health & Medical Preparedness. She explained that an Open EDS is open to the public and a Closed EDS is for those individuals who have a hard time getting around. She focused on the Closed EDS.

She and Alissa Errede created a toolkit that provides step-by-step guidance for whatever type of facility the Town may work with. The toolkit is sent to the facility to complete and return along with a Memo of Understanding (MOU). The Town reviews the information and if all is appropriate, it's signed off on. The toolkit is designed for the facility but it's also beneficial for the Town to have. This document will signify who will pick up the medication, how will it be stored, provide population numbers, and include a floor plan. Katrina Stanziano and Alissa Errede can provide technical assistance but the Town will work more closely with the facilities through all of this. The Clinical Team - Patricia Bruchmann and Dr. Hirsh would also be happy to review the plan to ensure the facility can store the medication and/or vaccine.

Question: Is there a written document with guidelines that can be used as a reference?

Answer: Yes. A toolkit is what is needed which would include: a security plan, job actions, contacts, supplies, etc. This toolkit will walk the facility through the plan.

The facility needs to be capable of vaccinating the public. Identify what facilities would work best in providing medication and/or vaccine to the Town's population. Need to be certain that the Town can trust the facility to facilitate this effort. Once both parties are satisfied with the plan, the Town can move forward with an MOU with that facility. A sample plan from the City of Fitchburg is available.

Having an example of what another municipality has done and being able to leverage off templated language, is very beneficial.

Question: Is there any sense as to how many people would go through an EDS vs. going through a Primary Care Physician (PCP) for the administration of a vaccine?

Answer: That is a very good question and hard to answer. On the public health side, the deliverables under an emergency grant has always been to plan for at least eighty percent (80%) of the community coming to an Open EDS. Generally, the idea is to plan for majority of the residents. There had been some discussion around pharmacies providing vaccinations but haven't heard anything as of late. For now, moving forward with the anticipation that eighty percent (80%) of the community will be coming to an Open EDS over a two (2) day period. It's better to prepare for more people than less.

No further questions.

4. Review and Act on the Report from the Central Massachusetts Regional Public Health Alliance (CMRPHA) – *taken out of order*

Phil Leger provided the following updates:

Center for Disease Control (CDC) Foundation Grant - CMRPHA is trying to get assistance.

Personnel - Happy to announce that Micah Blondeau has accepted the position of Regional Public Health Specialist. He'll be coming onboard August 10, 2020.

Planned Vacation - Julie VanArsdalen on vacation the week of July 20, 2020.

Environmental Health Data Since the Last Board of Health Meeting held on June 5, 2020:

Semi-public Swimming Pools: Ten (10) decided not to operate this season, seven (7) have been permitted, one (1) hasn't decided whether to open or not this season, two (2) are in need of reinspections.

Recreational Camps for Children: Three (3) have been permitted and are operating.

Shrewsbury Farmers Market: Opened on June 16, 2020 and is doing very well.

COVID-19 Complaints: Kerry Stockwell has been doing an excellent job in receiving, tracking, and following up with the various businesses and working in tandem with the Department of Labor Standards (DLS) in enforcing Governor Baker's Orders, guidance, and protocols.

School Reopening - During a weekly Local Board of Health (LBOH) / Command Center call, concerns were raised in anticipation of schools reopening in some fashion. It would be helpful to establish an internal school COVID-19 response line and set up a COVID-19 response team to include a MA Department of Public Health (MDPH) team liaison. It's important to establish a clear means for concerns to be addressed. There is no direct control over the school, as there is an established School Committee and the Department of Elementary Education issues the guidance.

Department of Labor Standards (DLS) - Currently, the DLS currently is not performing any fieldwork. They have been able to assist LBOH's remotely in enforcing the Governor's Orders.

Emergency Dispensing Sites (EDS) - Alissa Errede and Katrina Stanziano will be involved in the pre-planning with the Town of Shrewsbury.

Phil Leger asked if the Board had any specific questions. The Health Inspectors are getting out in the field more while trying to facilitate the work in a safe manner. Having the opportunity to dial into conference calls via remote participation has been most helpful.

Stephen Vigeant asked the Board if they had any questions. No further questions.

At this time Phil Leger, Kristen Las, and Seth Colby left the call.

5. Review and Discuss updating Local Tobacco Regulations – *taken out of order*

While the Board was waiting for Joshan Niroula to join the call, Dr. Abraham noted that if the tobacco changes are satisfactory with the Town's legal counsel, then he would be completely in support of. Incorporating the language from state regulations should be straightforward.

At 8:48 a.m., Joshan Niroula joined the call. She apologized for being tardy.

Question: What is the best way to proceed? Take the Shrewsbury local Tobacco Regulations and insert the state related changes? In other words, amend the local regulations and then review them?

Answer: Yes. The local regulations are comprehensive. There are three (3) major changes that need to be included. If the Board of Health wishes, she can move forward with including the State changes into the current regulations. The Board asked if she could incorporate the changes and return for review.

Joshan Niroula mentioned that other Towns have also incorporated that flavored tobacco products can only be sold at smoking bars in their local tobacco regulations. If that is an interest, it could be accomplished at the same time.

Question: Would you like that included in the draft?

Answer: Stephen Vigeant felt that at this time, it would be best to get the State's changes incorporated into the local tobacco regulations first and table the flavored only tobacco products in Smoking Bars as a future discussion if the other members were in agreement. All Board members were in agreement to not include at this time.

Kerry Stockwell will send the master Word document that houses the local tobacco regulations over to Joshan Niroula to incorporate the state's information. Once that file is available with the highlighted changes, it will be turned over to the Board of Health for their review.

Question: Since the Board of Health is not amending the local tobacco regulations on its own, do the changes require a Public Hearing?

Answer: The changes in line with the statute but it's best practice to hold one.

The Board of Health would like to look at the revised tobacco regulations and then discuss the possibility of scheduling a public hearing.

6. Review meeting schedule. The next Board of Health meeting will be held on Friday, August 21, 2020 at 8:00 a.m. via Remote Participation (subject to change due to COVID-19).

7. Adjourn. Dr. Abraham made a motion to adjourn the meeting at 8:53 a.m. On a motion made by Dr. George Abraham, seconded by Jennie Fishman and on a roll call vote; Dr. George Abraham, aye, Jennie Fishman, aye and Stephen Vigeant, aye, the Board of Health voted unanimously to approve. Approved 3-0.

Referenced Materials

- Board of Health Meeting Minutes – June 5, 2020

- Where and What Tobacco Products can be sold in Massachusetts – December 11, 2019
- New Tobacco Law Retail Letter – December 16, 2019
- Regulation of the Shrewsbury Board of Health Restricting the Sale of Tobacco Products – Effective January 1, 2020
- Sample Regulation Restricting the Sale of Tobacco Products – not dated
- Email from Karyn Clark regarding Updating Local Tobacco Regulations – June 18, 2020
- Town Meeting Guidance – June 2020
- Emergency Dispensing Sites (EDS) Overview – not dated
- Monthly CMRPHA Updates – June 2020
- Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A § 20 – March 12, 2020