

BOARD OF HEALTH MINUTES – June 3, 2021

The meeting was called to order by Dutrochet Djoko, Member, held virtually at 6:00 P.M. Also, in attendance were Sheila Laffy, Member; Judith Ryan, Public Health Nurse; Alicia Linehan, Clerk and, Ade Solarin, Director of Public Health.

1. Administrative

- a) Notice of the meeting as posted by the Town Clerk
- b) The minutes of May 6, 2021 meeting were not approved as written.

2. Reopening

The Town and Town buildings are now open to the public with no appointments necessary. Those who are not vaccinated are strongly advised to consider wearing masks indoors and when in the presence of others. Employee vaccinations are not mandator, but strongly encouraged. Since Tuesday, traffic to the Town Departments has increased drastically. More residents are now visiting the Town Offices for services. And all employees are fully back to work. The number of new cases continues to decline, and vaccination rates continues to increase.

3. Review of Health Department's operations

(1) Staffing

Ade has initiated the process of filling the Health Inspector vacancy. The hiring freeze waiver has been completed and signed and submitted to Human Resources. The previous job description has been updated is updated. HR is packaging a plan to recruit for this position. The annual salary range is \$61,000-\$67,000. Hoping to have this vacancy filled by July 1, 2021.

He recently found out that there is a contracted inspector who assists with food inspections. But hasn't provided services to the Town since 2019. No contract was found in the records, only invoices. The inspector has confirmed that he has worked for the Town of Danvers in the past and is willing to continue. Due to the surge of inspections, he will again work for the Town, at least until an inspector is hired. Could possibly continue using his services even after an inspector is hired.

There is also a social worker component to the department. The role is usually carried out by a social worker, but Public Health does not currently have one. Mr. Solarin has been in touch with agencies who provide these services with the hopes of bringing a contract social worker aboard.

In discussion to combine Senior Services with the Public Health Department to create a Health and Human Services Department. This would consolidate some of the services provided and have more flexibility combined budget. There is a meeting scheduled to discuss this on June 22nd.

(2) Resources

Inspection equipment and supplies have been ordered to conduct various inspections. List includes 3 infrared thermometers; 3 LED flashlights; 3 tape measures; 3 dishwashing labels; 3 chlorine

sanitizer test strips; 3 PH test strips; and 3 thermocouples. Additional equipment and supplies need and will be ordered by the end of June, this fiscal year, a sound meter, and test pool kit.

(3) Technology

Public Health uses a permitting software, Full Circle Technologies, which is outdated and does not meet the demands of today. This permitting system requires a lot of hard copy paper, which takes up office space. Solarin is hoping to change the permitting process to all online, beginning with the upgrade of the current permitting software which meets Public Health's needs. It has a more advanced permitting process; the ability of intergrading with a tablet to conduct inspections in the field; easy access to reports and public records; ability to save applications and permits in a cloud system. This will enable the department to better organize records and provide better transparency; coordination with other departments; and migrate existing records into the new version. Also, coordination with another permitting software, Citizens Serve, to see what they can offer the Town as a whole. Participated in a demo from them this morning, waiting for feedback from other Town departments. But in the meantime, hoping to receive permission to upgrade the current permitting software before June 30th. Once transition into a permitting software, will coordinate with an archivist to integrate the paper to free up space.

(4) Office Space

The Health Department has no defined space. It is one person in an open cubicle with zero privacy. This makes it very difficult to hold virtual meetings, conversations and in-person meetings with the public. Office Resource has been contacted and proposed a workstation that can accommodate two people, the Director and Inspector, for about \$15,000.

4. Review of the existing BOH regulations, fee structure and permitting process

At the last meeting, Ade mentioned that he would like to present one regulation per meeting to the BOARD and will provide clarification.

We have been receiving calls about the lifeguard requirements for pools. In 1987 the regulation stated that lifeguards were required for all public pools. It stated that semi-public pools be supervised by a legal adult who can rescue a swimmer or waiter while in use. It also requires an active lifeguard present during the hours of midnight to 8am at every semi-public swimming pool. Does this mean all semi-public pools require lifeguards? The state was contacted, and the interpretation is a lifeguard is required when public pools are open and in operation. Also, a lifeguard is required for semi-public pools from midnight to 8:00am, if open during those hours. A pool attendant who is qualified for rescue is required for a semi-public pool at all hours before midnight and after 8:00am. This regulation will be amended to include these interpretations as well as definitions of pools. A draft will be distributed to Board for review. Discussion will continue at the next meeting.

Currently when an applicant is opening a new establishment and the only application required is for a food permit. However, we need to know the type of construction, type of materials, are there hand sinks, tools such as thermometers. There was not a plan review application, but Mr. Solarin developed a 29-page application for new construction which consists of 10 pages from renovation to an existing establishment, 4 pages for equipment addition.

There was an establishment, Friendly Toast, who was issued a building permit and allowed to begin construction without submitting a plan review application to the BOH. The establishment was told

that if certain BOH requirements are not being met, then a stop work order will be requested through the building department. The Building Department is not willing to place a stop work order and the applicant wants to go ahead with construction but is aware that if not according to BOH requirements, they would be ordered to remove equipment. In the meantime, they are willing to complete the Plan Review Application with supporting documentation.

Also, applicants are going to the Town Clerk to change ownership to the establishments. If the change of ownership is for a food establishment, the BOH needs to know this. Solarin has come up with a Change of Ownership Application. Once we receive notification from the Clerk's office, we will provide the applicant a Change of Ownership Application. Friendly Toast was issued a building permit without approval from the Board of Health. The current problem is that each department's software is not in sync.

Solarin also developed a plan review application for swimming pools. There is an applicant, Goldfish, that is currently completing this application. They were also on the verge of applying for a building permit. However, if BOH has jurisdiction over the permit, then we should be giving them the authorization and then once this is approved, the applicant would then be issued the building permit.

The keeping of animals is a paper application currently, but once Full Circle is upgraded this application will be added.

The BOARD will be asked to approve fees associated with the new applications.

All applications and fees will be submitted to the BOARD for review prior to the next meeting.

5. COVID-19 updates/Public Health Nurse updates

Since last meeting 75 positive cases – 45 of the 75 were in the last 2 weeks. Out of that 45 cases, there were 1988 tests conducted. Danvers has the most out of the surrounding communities. They were not clusters. The shift went to children, ages 19 and under. If there become clusters within the classrooms, then there will be a 6-foot distance implemented.

Businesses are not required to report anymore. The business will call BOH, preventative measures and protocol will be discussed. But the covid person will be followed up by their resident BOH Nurse. If clusters are noticed, then Ryan would call the company. The state tracers should be calling the Public Health Nurses.

Ryan is working at vaccine clinics at the O'Keefe Center in Salem University with regional areas. The number of those getting vaccinated are very low, all under 100 registered at each clinic date. Last week was the last first dose clinic. The second doses will be distributed over the next three weeks. All the MA vaccination sites are scheduled to close the end of June. Some communities are looking at pop up clinics. On Wednesday, there will be MRC volunteers getting the vaccination information out to the community. Ryan looks at the percentage of those vaccinated, two weeks in those in Danvers ages 12-15 were already at 19%. Danvers is at 68%.

As of today, the state changed the guidelines that there is no close contact outdoors.

Non-COVID

Anaplasmosis and 2 lime diseases.

A new director was hired for Danvers Cares. Also still teaching and distributing Narcan. Worked with fire and police to swap out some that were soon expiring

Did lecture at NSCC to Nurses focusing on role in COVID.

6. Short time goals

Procuring the permitting software, workstation, hire a full-time inspector, contract social worker, and continue to update the website and all seasonal establishments are inspected.

Long-term goals - ACO proposal that reduces the response time of the 3 current employees. Updates to applications, fee structure, and permitting process. Will be solving the inadequate staffing issues/resources and space issues.

With no further business at hand, the Board adjourned.

Respectfully submitted for your approval,



Ade Solarin
Director of Public Health