

**ANDOVER BOARD OF HEALTH**  
**Minutes**  
**February 10, 2020, 6:00 P.M.**  
**CD&P First Floor Conference Room**  
**36 Bartlet Street**

The Board of Health Meeting was called to order at 6:00 p.m. Present were Pamela Linzer, Ph.D., Chairperson, Gopala K. Dwarakanath, M.D., Vice-Chair, Deb Enegess, M.D., Clerk, and Mr. Thomas G. Carbone, Director of Public Health.

**I. Appointments & Hearings**

- **#1 - 6:00 p.m. – Joanne Belanger, Assistant Health Director – Program Update –** Ms. Joanne Belanger, R.N., Assistant Health Director, was present to speak about her function in the Health Division. She explained that she began working in the Town in environmental health, but now her day-to-day duties concentrate on Clinical work. She believes that Vaccines are one of the cornerstones of public health. Her duties include conducting Wellness Clinics, Zoster Vaccinations, Home visits, Flu Clinics as well as administering other immunizations as needed. She stated that the Corona Virus and Flu are the dominant issues that she is dealing with at present. She is also the Director of the Medical Reserve Corps (MRC).

Mr. Carbone informed the Board that Ms. Belanger and former Public Health Nurse Jane Morrissey, worked very hard to get the Zoster program up and running. Ms. Belanger said part of her vision was to have a robust immunization program Andover Home for Aged Persons (AHAP) helped work with her to fund that program, which has now been up and running since 2007.

**II. Approval of Minutes**

- **#2– January 6, 2020**

*Motion by Dr. Linzer, seconded by Dr. Dwarakanath, to approve the Minutes of January 6, 2020. Unanimous approval.*

**III. Discussion Items**

- **#3 – Update – Corona Virus –** Ms. Belanger informed the Board that she is in constant communication with the State health department concerning Corona Virus. There have been twelve reported cases in the United States. Most of the cases are in China and the risk is low for Massachusetts right now. Information has to be put out to the public about the signs and symptoms, which are very much like Flu. The deciding factor is if a person or persons have traveled from the infected area in China. Ms. Belanger has been in contact with the schools and has provided them with fact sheets in English, Chinese and Spanish. The best advice for protection is the same as

for the Flu: cover your mouth when you sneeze, wash hands frequently, stay home if you are sick and get a Flu shot. In order to get the information out to the public, we will be publishing a Press Release and have posted fact sheets and links from our Town of Andover Website to the Massachusetts and Federal web sites. We have received some inquiries from the public. We want to make sure people understand that their anxiety is normal, but not to worry so much; Flu is much worse at this time.

Dr. Linzer asked about quarantining people who have traveled from China. Ms. Belanger replied that the State of Massachusetts is in charge of doing this, not the Health Division. We are not encouraging canceling events at this time. We don't want people to stop their day-to-day activities. Dr. Linzer stated that in some places people are not being monitored after coming back from China. Ms. Belanger stated that people who have traveled to China have been taken right from certain airports and tested.

- **#4 – Adopt Risk Based Food Inspection Plan** – Mr. Carbone stated the next step in moving toward Risk-Based Inspections is to adopt the Risk Based Food Inspection Plan. Our Consultant created this plan. This plan creates policies that allow staff to begin the process of risk categorizing food establishments. It will take one to two years to implement this program. Mr. Carbone will write up the Regulations for the Board to review.

The Board's role after the implementation will not change from what it is now. If a food establishment is high risk and there are a lot of issues, the Board will have the owners in for a Hearing as usual. On year one we will review each food establishment and assign a risk factor one level above; then the risk level can be moved up or down as needed. If a food establishment has good inspections, the number of required inspections will drop. If we have bad inspections, the risk level will be moved up and the cost of the permit will be higher and more inspections will be required. The Consultant who developed this plan conducted our food inspections last year and helped us do the initial categorizing. The Board also would be responsible to grant any variance requests. Dr. Linzer informed Mr. Carbone that she was concerned about some of the language using "will" as opposed to "may". Dr. Dwarakanath stated that this is more for the people writing the policies and does not feel the Board has to change any of the language.

*Motion by Dr. Dwarakanath, seconded by Dr. Linzer to adopt the policy as written on page 2 of the Memo dated February 6, 2020 as follows:*

*Under the authority of M.G.L.c. 111, § 31, the Andover Board of Health takes the following actions:*

1. *Retail Food Establishments selling only prepackaged, Time/temperature Control for Safety Foods as defined in the federal Food Code shall continue to obtain a Retail Food Permit.*

2. *The Town of Andover adopts the Policy of a Risk Based Inspection Program and specifically, the following Policies:*
  - a. *Risk Assessment Categories and Inspection Frequency (4 pages)*
  - b. *Corrective Action Policy (6 pages)*
  - c. *Variance Requests Validation & Verification of HACCP Plans (10 Pages)*

*Unanimous approval.*

- **#5– Mosquito Control – 2020 Best Management Plan** – Mr. Carbone informed the Board that this the annual BMP that comes from the Mosquito Control Project. Mr. Carbone has reviewed the plan and it is typical of what we have adopted the last few years.

*Motion by Dr. Linzer, seconded by Dr. Enegess to approve the 2020 Best Management Mosquito Control plan. Unanimous approval.*

- **#6 – Training – Municipal Finance** - Mr. Carbone presented the slideshow of the documentation in the Agenda Packet.

#### **IV. Old Business**

- N/A

#### **V. Subdivision Definitive Plans**

- N/A

#### **VI. Septic System Variances/Local Upgrade Approval**

- **#7 – 5 Dean Circle – LUA’s to allow a Sieve Analysis in Lieu of a Percolation Test; allow SAS to be 3’ above the SHWT, 4’ Required; allow SAS to be 15’ from a Foundation, 20’ Required (Ratify)** – Mr. Carbone explained to the Board that he granted this LUA administratively because the property closing was coming up before the Board of Health Meeting. He was asking the Board to ratify the LUA’s.

*Motion by Dr. Linzer, seconded by Dr. Enegess, to ratify the LUA’s at 5 Dean Circle, to allow a Sieve Analysis in lieu of a Percolation Test; allow the SAS to be 3’ above the SHWT where 4’ is required; allow the SAS to be 15’ from a foundation, where 20’ is required. Unanimous approval.*

## VII. Staff Reports

### A. #8 - Director's Reports:

- **Important Dates:**
  - February 29 to March 8, 2020 – Director's Vacation
  - March 16, 2020, at 6 p.m. – Board of Health Meeting
  - March 30 to April 3, 2020 – Director and Assistant Director to Preparedness Conference
  - April 13, 2020, at 6 p.m. – Board of Health Meeting
  - April 27 and 28, May 4 and 5, 2020 – Annual Town Meeting
  
- **Flu Clinic Volunteer letter (not on Agenda)** – Mr. Carbone presented a letter that the Board sends out yearly, thanking our volunteers for their excellent help with our annual Flu Clinics. The Board Members each signed the letter.
  
- **EEE Update for 2020 (not on Agenda)** – Mr. Carbone informed the Board that he met with the School Superintendent and the School Athletic Director on what to anticipate for 2020 for school games in the Summer and Fall. Mr. Carbone suggested that they look at a schedule that would allow them to switch from night to day games. The schools will try to have all athletic games completed before dusk. They are going into this with the expectation that we will have the same issue as last year with positive EEE testing. The State has not come out with any revised Action Plan yet. At the request of the Superintendent, we plan to start messaging about EEE and the fact that we don't need to worry about it in the Spring because this is a Summer and Fall virus. However, in the Spring residents will still need to use insect repellent because we still have to worry about ticks.
  
- **Tobacco Control Meetings (not on Agenda)** – Mr. Carbone stated that the Board had directed all of our Retail Sale of Tobacco Products License holders to attend one of the fifteen Tobacco Meetings that have been scheduled over five days. All twelve of our Licensees attended one of the meetings. We also had a survey done by the State asking if we have opportunities to assist other communities that do not have a Tobacco Control Program. The State put out a notice of funding opportunity, where they are going to try to fund some of these unfunded communities. Mr. Carbone spoke with Ron Beauregard, Healthy Communities Tobacco Control Program Director, and would like to try to bring in a couple of Contractors who could step in and help us with education or with doing pricing surveys. They think there are six small communities within our area that we could offer some help with if they allot us additional money to bring in those Contractors.

- B. #9 – **Community Health Reports for December, 2019 and January, 2020** - The Community Health Reports for December, 2019 and January, 2020 were for informational purposes only.

- C. #10 – Environmental Health Reports for December, 2019 and January, 2020 - The Inspectors’ Reports for December, 2019 and January, 2020, were for informational purposes only.

**VIII. Board Member Reports**

- N/A

**IX. Adjournment**

*Motion by Dr. Linzer, seconded by Dr. Enegeess, to adjourn at 7:10 p.m. Unanimous approval.*

Per the New Open Meeting Law, the following is a list of the documents that were either distributed to the Andover Board of Health (BOH) before the meeting in a packet, or at the meeting.

1. Agenda
2. Minutes for the January 6, 2020 Board of Health Meeting.
3. Memo from Mr. Carbone to the BOH, dated 2/5/2020 concerning the 2019 Novel Coronavirus as well as a copy of the Massachusetts Public Health Fact Sheet titled “2019 Novel Coronavirus (2019-nCoV)”
4. Memo to the BOH from Mr. Carbone, dated 2/6/2020, concerning the Risk-Based Food Inspection Plan as well as documents that are the basis for the Program: Risk Assessment Categories and Inspection Frequency; Corrective Action Policy; and Variance Requests Validation & Verification of HACCP Plans.
5. Memo from Mr. Carbone to the Board of Health dated 2/5/2020 concerning the Mosquito Control Best Management Plan (BMP) as well as documentation from the Commonwealth of Massachusetts, Northeast Massachusetts Mosquito Control and Wetlands Management District’s 2020 BMP Plan for Andover, MA.
6. BOH Minutes from the January 14, 2019 Board of Health Meeting.
7. BOH Minutes from the February 11, 2019 Board of Health Meeting.
8. Memo from Mr. Carbone to the BOH, dated March 5, 2019, concerning Discussion Items: Community Health Survey; Implementation of the New Food Code; Appointment of IBC Representatives; Resignation of Carolyn Dymond; and Thin Film Plastic Bag/ Polystyrene Ban Waivers.
9. Bylaw Exemption Request submitted by Bueno Malo Restaurant.
10. Memo from Mr. Carbone to the BOH, dated March 5, 2019 concerning the Annual Town Meeting Warrant Articles the BOH may want to review, along with the complete set of the Town Meeting Warrant Articles.