

**Board of Health Meeting  
Regular Meeting Minutes  
January 21, 2021**

The Hopedale Board of Health held a regular meeting on Thursday, January 21, 2021, at 6:00 p.m., in the Draper Room, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA. Those in attendance included: Chairperson Don Howes, Jason MacDonald, and Walter Swift. Also in attendance was Health Agent William Fisher. The meeting was on Zoom, televised on the local cable station and videotaped.

**A. CALL TO ORDER**

Mr. Howes called the meeting to order at 6:00 p.m., noting that all members were present.

**B. APPROVAL OF MINUTES**

**1. Regular Meeting Minutes: September 17, 2020**

It was moved by Mr. MacDonald, seconded by Mr. Swift, to approve the regular meeting minutes of September 17, 2020. All voted in favor.

**2. Regular Meeting Minutes: September 24, 2020**

It was moved by Mr. MacDonald, seconded by Mr. Swift, to approve the regular meeting minutes of September 24, 2020. All voted in favor.

**3. Regular Meeting Minutes: October 1, 2020**

It was moved by Mr. Swift, seconded by Mr. MacDonald, to approve the regular meeting minutes of October 1, 2020. All voted in favor.

**C. REPORT OF THE CHAIR – None.**

**D. REPORTS OF BOARD MEMBERS – None.**

**E. DISCUSSION ITEMS**

**1. COVID-19 Information Update**

Health Agent Fisher gave a brief update on the state's phased plans for administering the COVID-19 vaccine. He noted that there is a great deal of planning involved in setting up the vaccine clinics. He reported that town will need to engage medical staff from Salmon VNA & Hospice and the Medical need

need to engage the services of Salmon VNA & Hospice, the Medical Reserve Corp., nurses, and non-medical staff. Supplies will need to be ordered and a refrigerator will be needed to store the vaccine. He stated that, depending upon the number of doses the town receives, multiple clinics would need to be held. He anticipates that Hopedale will do clinics for Phase III, which administers to the general population and will have to register to receive the vaccine. The health department will need to set up an online registration program but a date for the clinics can not be set until it is known when Hopedale will receive the vaccine and how many doses it will receive. He noted that the most likely location for the clinics would be the high school.

Mr. Howes reported that he participated in the emergency preparedness drill held earlier in the afternoon. The model used for this drill would be the same format for the COVID-19 vaccine clinics.

## **2. FY2022 Budget**

Board members reviewed the draft FY2020 budget proposal, which was previously submitted to the finance committee and town administrator.

## **3. Animal Control Officer**

Board members discussed setting procedures and protocols and reporting expectations for the animal control officer, noting that no data is being received by the board of health office. Board members will investigate what area towns have in place for procedures and protocols.

## **4. Other – None.**

## **F. ACTION ITEMS – None.**

## **G. INFORMATIONAL ITEMS**

1. Annual Report: July 1, 2019 – June 30, 2020
2. Letter to Town Administrator re: E.L. Harvey & Sons, Inc. Contract
3. Regional Companies Report re: Draper Building Demolition
4. Simple Recycling Per Pound Reports: 11/30/21, 10/31/2020 and 9/30/2020

5. Expenditure Ledger: 12/31/2020

**H. FUTURE AGENDA ITEMS**

1. Meeting with Finance Committee re: FY2022 Budget
2. Review of Annual Permit Fee Schedule (March)

**I. NEXT MEETING**

1. Thursday, February 18, 2021

**J. ADJOURNMENT**

At 6:47 p.m., it was moved by Mr. Swift, seconded by Mr. MacDonald, to adjourn the meeting. All voted in favor.

Respectfully submitted,

*Carol A. Villa*

Carol A. Villa  
Recording Secretary

**Approved: February 18, 2021**

**Board of Health  
January 21, 2021  
Regular Meeting Minutes  
Documents List**

1. Draft Minutes: September 17, 2020 Regular Meeting
2. Draft Minutes: September 24, 2020 Regular Meeting
3. Draft Minutes: October 1, 2020 Regular Meeting
4. FY2022 Draft Budget Proposal
5. Annual Report: July 1, 219 – June 30, 2020
6. Letter to Town Administrator re: E.L. Harvey & Sons, Inc. Contract
7. Regional Companies Report re: Draper Building Demolition
8. Simple Recycling Per Pound Reports: 11/30/21, 10/31/2020 and 9/30/2020
9. Expenditure Ledger: 12/31/2020