

**Harvard Board of Health Meeting Minutes**  
**Zoom Meeting**  
**Friday, January 15, 2021**  
**10:00 AM**  
**Approved: January 25, 2021**

*Board of Health Members present:* Sharon McCarthy, Chair; Chris Mitchell; Libby Levison.

*Attending:* Alison Flynn, Clerk, Harvard Board of Health (“BOH”); Ira Grossman, Health Agent, Nashoba Associated Boards of Health (“NABH”); Chief Rick Sicard and Lieutenant Andrew Perry, Harvard Fire; Chief Ed Denmark, Harvard Police; Pat Natoli, CERT Director; Tim Kilhart, DPW Director; Linda Dwight, Superintendent of Harvard Schools; Jason Cotting, Harvard EMS Director; Suzy Opalka, Resident.

Ms. McCarthy called the meeting to order at 10:02 a.m.

**NEW BUSINESS**

a. Clerk and Health Agent Update- updates were not discussed.

**OLD BUSINESS**

a. Continued discussion regarding Emergency Dispensing Site (EDS) drive-thru plan- Ms. McCarthy introduced Suzy Opalka, a Bromfield graduate with a degree from Worcester Polytechnic Institute (WPI) in Industrial Engineering, and MS in Management currently working with WPI on logistics and streamlining of clinics, who has volunteered to assist with Harvard’s plans..

The meeting participants reviewed and revised Ms. McCarthy’s draft Tasks in Preparation for Drive-through EDS. Ms. McCarthy noted that the BOH does not have the bandwidth to cover the complete operation and would like designate primary points of contact for each area. Chief Denmark volunteered to prepare an Operational Plan Template to include the overall operational mission, objectives and specific goals to be flushed out by the individual(s) responsible for each objective.

Ms. McCarthy indicated that she is encouraged by the number of residents willing to support a COVID-19 vaccination clinic, and will be reaching out to Town Hall to see if additional administrative support is available.

Chief Sicard noted that many of the first responder clinics have been set up as in-person versus drive-through. Ms. McCarthy indicated that a drive-through clinic has been targeted for Harvard because of the EDS site available, to ensure social distancing and ease of access for residents. Dr. Dwight stated the drive-through model worked well for swab testing; Lt. Perry agreed from a parent’s perspective that the drive-through testing has worked exceptionally well. Dr. Dwight stated she has a little concern that with the existing draft layout plan there could be a backup during vaccine administration, and suggested that circle could be used as the vaccination site without traffic crossing by asking drivers to turn left out of the circle into the parking lot.

Dr. Dwight confirmed that the WiFi signal is strong by the tennis courts and front perimeter of the school, but would need to be confirmed by the baseball field. Chief Sicard stated that both he and Chief Denmark have personal MiFi devices that could be used, as well as over 30 Fire Department radios. Ms. McCarthy confirmed that the lit board can be used to advertise the vaccination clinic.

Dr. Dwight stated that she prefers the clinic not be run on a school day.

Ms. McCarthy indicated that she has been told that doses can be stored in a freezer purchased by NABH.

Mr. Cotting indicated that the ambulance would be stationed at the site, but not out of service, and he would recruit EMTs to be stationed with epinephrine in the event the ambulance needs to respond to a call. He stated that any epinephrine administered would be Harvard EMTs supply, but it would not be bad practice for residents to bring their own epi-pen.

Ms. Opalka offered to show the WPI professors she works with the draft drive-through EDS layout plan for their comment based on cuing theory.

Chief Denmark agreed to provide the Operational Plan Template by Tuesday, 1/19/21; Ms. McCarthy suggested it then be circulated for sign-up, and a subsequent meeting be planned for 1/29/21 to discuss status.

**ADJOURNMENT**- Ms. McCarthy adjourned the meeting at 11:02 a.m.

*Respectfully submitted,*

*Alison Flynn, Clerk*

**Documents Referenced:**

- Agenda
- Tasks in Preparation for Drive-through EDS