

Approved 12.8.11

TOPSFIELD BOARD OF HEALTH
Meeting of Tuesday, October 25, 2011 ~ 7:30 pm
Topsfield Town Hall, 8 West Common Street

With a quorum present, in the absence of the Chair, Ms. Knutsen called the meeting to order at 7:40 pm
Board Members Present: Sheryl Knutsen, Acting Chair; William Hunt (7:50 PM) Chair; Dr. Vincent Guerra (10:01 pm); Wade Goldman; Gerry Topping;
Also present: John Coulon, Health Agent; Susan Winslow, Acting Minutes Secretary, Selectman Dick Gandt

Abbreviations Used:
BOH Board of Health
HA Health Agent
GPD Gallons Per Day
FY Fiscal Year

Public Information:
Agenda

APPOINTMENTS

VOTE: 14 High Street

Request variance of reduction of distance from septic tank to foundation from 10 feet to 9 feet.

Present: Amy Latimer, James Scanlon, Scanlon Engineering; Scott Silver; Silver Builders

This is a variance request from 310CMR15.211(1) for a reduction of distance between septic tank and foundation from 10 feet to 9 feet to accommodate an addition to the residence. The Board was informed that the poured concrete foundation will be 10" thick with a waterproof barrier.

Mr. Topping made a motion to grant the variance as requested in the letter from James Scanlan to the Board dated October 20, 2011 for 14 High Street. Wade Goldman seconded and the motion carried by unanimous vote.

HEALTH AGENT REPORT

Flu Vaccine Clinic

Mr. Coulon gave the Board an update on the scheduled Flu Vaccine Clinic scheduled for November 17, 2011 at the Emerson Center in Topsfield. Sheryl Knutsen and John Coulon informed that Board that the state is anticipating more vaccine availability, thus state restrictions on who may receive the vaccine at public vaccine clinics have been lifted.

William Hunt arrived at 7:50 PM

Ms. Knutsen informed that Board that current Department of Public Health guidelines direct that Municipal Employees will be the last people to receive Flu Vaccine. John Coulon explained that what had appeared as a Flu Vaccine Shortage was actually a shortage of Public Funds to procure the Vaccine, and this has been rectified via a supplemental state budget. He informed the Board that there will also be a Flu Vaccine Clinic offered at the Holiday Walk in December.

Flu Vaccine Reimbursement Contracts

VOTE: The Board discussed the two contracts to be signed in order to receive reimbursement for Flu Vaccine and Administration. Sheryl Knutsen explained the different roles of Commonwealth Medicine, which handles reimbursement from health insurance providers with a fee of 10% subtracted prior to delivery of each reimbursement and Public Sector Partners (changing name to UHealth), which handles Medicare reimbursement. Selectman Gandt explained to the Board that the Selectmen have responsibility of procuring contracts.

Gerry Topping made a motion to recommend that the Board of Selectmen sign the Contracts for Public Sector Partners (UHealth) and Commonwealth Medicine. Wade Goldman seconded and the motion carried by unanimous vote.

EMERGENCY PREPAREDNESS BOOKLET

John Coulon and Sheryl Knutsen presented the Emergency Preparedness Handbook for the town of Topsfield that will go to print as soon as funds are procured. Funding for this publication was made possible by the cooperative agreement award number 2U90TP116997-11 Public Health Emergency Preparedness from the Centers For Disease Control and Prevention. The views expressed do not necessarily reflect the official policies of the Department of Health and Human Services, nor does it mention of trade names, commercial practices or organizations imply endorsement by the U.S. Government.

The Board commended Sheryl Knutsen on the fine job she did putting it together. Ms. Knutsen explained that the booklet template can be localized for each town. Mr. Coulon explained to the Board that MRC funds may be used by each town to cover the cost of printing the booklet. The cost of printing the booklet is not included in that fee.

John Coulon informed the Board that he will be presenting the booklet to the 3A Coalition at a meeting next week and to a larger national audience at the upcoming MRC Meeting. Ms. Knutsen informed the Board that the booklet can be printed for \$1.30 for 500; \$1.13 for 1000 during the current sale at Staples that will end in mid November. Funds coming from sources outside of town budget. A discussion ensued regarding potential funding for printing the booklet, although there was no definitive answer on where the funding will come from.

FAIR UPDATE

John Coulon presented the Board with a one-page summary of 2011 Fair Activity. He described his role during the ten days of the fair and the preceding days as 190 hours of 'total immersion' because of the number of areas covered by the Board of Health including: food inspection orientations, food inspections, housing, water, Big Splash, Hair Feather Booths, Animals, Rest Rooms and the Rail Trail.

Mr. Coulon reported that there were 131 permits issued (36 Fiesta/95 Fair) with totals as followed:

1404 days (12 days waived)

1392 days charged @ \$20 /day = \$27,840

23% increase in permits since 2006

20% increase in income for Topsfield since 2006

Mr. Coulon told the Board that due to the number of vendors and size of the fair (the second largest in New England, behind the Big E in Springfield, MA) he hired two additional Health Inspectors to assist with Food Inspections. He explained that the budget for this line item has been reduced from the \$4500 allotted in 2006 to \$1,000 in FY12, even as the number of permits, food permit revenue for the town, and size of the fair has increased.

Mr. Coulon described to the Board the number of public health issues he dealt with at this year's fair, from the flooding of the Ipswich River to the lack of hygiene he noted and corrected at the Hair Feather Booth to the inaugural supplier-to-sales audit of food in two randomly chosen booths: the Topsfield Congregational Church and the Riverfront Café. The supplier-to-sale audit covered all issues of compliance including food handling, food temperatures and the remediation of any problems included in a post-fair report. Both establishments fared very well.

Dr. Vincent Guerra arrived at 10:01 pm.

John Coulon informed the Board that he will be away at conferences during the next month, all of which have expenses covered by scholarships or other funding so the Town of Topsfield will not be paying for his room, board or registration at these functions. Gerry Topping offered to be available for septic issues and Sheryl Knutsen offered

to be available for any Flu Vaccine issues in his absence. It was noted that Sue is able to reach John via Text Messaging and Email should there be an emergency or pressing issue.

REVOLVING FUND

The Board discussed the possibility of approaching the Town once more for the establishment of a Revolving Fund to be used for issues such as emergencies or paying for additional Inspectors at the Fair. It was noted that the Board of Health has the power to obtain funds from the town quickly in the event of a declared emergency, but a Revolving Account would give the Board better access to funds for events and needs that do not meet the threshold of full Emergency status. The Board reviewed a Warrant Article drafted by Wade Goldman addressing this issue.

Selectman Gandt addressed the Board to explain that a request for a Revolving Account must include the following: Sources; Amounts; Purposes; Oversight. Mr. Goldman replied that he had drafted the Warrant Article using the existing Revolving Fund(s) as a template. The Board discussed various sources of revenue for a Revolving Account and decided to table further discussion of this issue until the December 8 meeting. The Board Secretary was instructed to place this issue on the December 8 Agenda under New Business.

COMBINING NOVEMBER AND DECEMBER BOARD MEETINGS

VOTE: William Hunt made a motion to combine the November and December Topsfield Board of Health Meetings to one meeting on December 8. Mr. Goldman seconded and the motion carried by unanimous vote.

NEW BUSINESS

HEAD LICE

John Coulon addressed the Board to inform them that the Tri Town Union school nurses were meeting on October 25, 2011 to discuss the dissolution of the No Nits policy in schools for the following reasons: push back regarding the number of days of school that children with head lice must miss and the determination by School Nurses Association and the American Academy of Pediatrics that Head Lice are now considered a nuisance rather than a public health hazard.

Ms. Knutsen explained that currently, children with head lice and nits (eggs that stick on hair follicles) must remain out of school until they are nit-free. She further explained that shampoos with insecticide and treatments involving olive oil or mayonnaise will kill active lice but nits must be removed individually which is a time consuming task that many parents find difficult.

Mr. Hunt addressed the Board to point out that if head lice are no longer considered a Health Hazard, then it should no longer be considered a Public Health Issue, hence there is no reason for the Board to make any public comment on the subject.

Mr. Coulon and Ms. Knutsen explained that the school nurses would like the support of the Board of Health if the new policy allowing children into the school with nits in their hair are accepted.

The Board reached a decision to table further discussion of this issue until more facts can be presented; the issue to be placed on the December 8, 2011 Agenda.

VOTE: Gerry Topping made a motion to adjourn the meeting at 11:52 pm. Wade Goldman seconded and the motion carried by unanimous vote.