

Town of Topsfield Board of Health
Meeting of Thursday, May 26, 2016
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes – May 26, 2016

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Thursday, May 26, 2016, at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Sheryl Knutsen RN – Chair; Gerald Topping PE – Vice Chair; Vincent Guerra MD, Joseph Collins ESQ.

Others: John Coulon RS – Health Agent; Caitlin Pohl-TBOH Intern; Steve Shepard – Topsfield Parks and Cemetery Superintendent; Julie Gaumont – Rite Aid Pharmacy Goodwill Ambassador; Meredith Shaw – Tri-Town Council; Lisa Teichner - Tri-Town Council; Thomas Manna PE – Resident and Prospective TBOH Member; Foti Qirjazi – Owner, Alex’s Roast Beef, 53 Main Street; HL Graham – HL Graham Associates re: 53 Main Street; Susan Winslow – Minutes Secretary

COMMONLY USED ABBREVIATIONS:

BOH: Board of Health	MAVEN: Massachusetts Virtual Epidemiology Network
CDC: Center for Disease Control	MEMA: Massachusetts Emergency Management Agency
CEU: Continuing Education Unit	MRC: Medical Reserve Corps
CEMP: Comprehensive Emergency Management Plan	
DEP: Department of Environmental Protection	NEMMC: Northeast Massachusetts Mosquito Control
DPH: Department of Public Health	PE: Professional Engineer
EDS: Emergency Dispensing Site	PHEP: Public Health Emergency Preparedness
ESHWT: Estimated Seasonal High Water Table	POD: Point Of Dispensing
EP: Emergency Preparedness	RN: Registered Nurse
FDA: Food & Drug Administration	
HHS: Health and Human Services	RS: Registered Sanitarian
HMCC: Health & Medical Coordinating Coalition	TBOH: Topsfield Board of Health
LSAC: Local State Advisory Committee	TRMRC: Topsfield Regional Medical Reserve Corps
MDPH Mass. Dept. of Public Health	VNA: Visiting Nurse Association

Green Burial – Topsfield Cemetery

As a courtesy to the Board, Mr. Steve Shepard, Topsfield Parks and Cemetery Superintendent, presented a description of Green Burial Practices which will be incorporated in Topsfield. In this process, the cremated body, consisting of ash and bone fragments, is buried directly in soil. This is an Earth-friendly process. Mr. Coulon informed the Board that there are no state prohibitions on this type of burial. The Board supported Mr. Shepard’s use of this green burial practice and suggested that he present this information to the Topsfield Conservation Commission.

TBOH Intern Caitlin Pohl

Mr. Coulon introduced Caitlin Pohl. She is a summer intern at the Topsfield Board of Health through the Massachusetts Department of Public Health. She is currently enrolled in the MPH Program at Tufts University. Mr. Coulon asked the Board to consider designating Ms. Pohl as an Alternate Health Agent for

the purposes of conducting inspections as part of his total immersion program for interns. The Board supported this and directed Mr. Coulon to present the Board of Selectmen with a request to designate Ms. Pohl as an Alternate Health Agent. Ms. Pohl must present a final project at the Intern Fair at the State Laboratory in August. The Board offered suggestions for this project and welcomed Ms. Pohl to the Health Department.

Julie Gaumont – Rite Aid Pharmacy

Mr. Coulon introduced Julie Gaumont, Rite Aid Pharmacy Goodwill Ambassador. He explained that he has been in communication with Ms. Gaumont during the past year to create the possibility of offering Flu Vaccinations at the Topsfield Fair. Ms. Gaumont informed the Board that Rite Aid is willing to pursue this opportunity for mass immunization. She presented the following facts:

- there is no cost to the Town or the Topsfield Fair – Rite Aid handles vaccine reimbursement
- trained Pharmacists administer the vaccinations
- Rite Aid has participated in many flu vaccine clinics at schools, businesses, nursing homes
- doesn't require an agreement, but Rite Aid is willing to do an agreement if asked by the TBOH
- if person doesn't have insurance, they are charged for the vaccine (approx. \$32.99)
- Rite Aid has approved staffing a booth for 8 hours a day for the 10-day run of the fair

Dr. Guerra asked Ms. Gaumont if there is a procedure in place to inform the primary care physician if their patient receives a flu vaccine through this program. Ms. Gaumont said Rite Aid sends a FAX to the primary care physician of each person vaccinated from information on their flu vaccine application. Ms. Gaumont also informed the Board that Rite Aid has liability insurance as well as brochures and posters for this type of event.

The Board took a consensus and all were in agreement that this is a project to be pursued. They directed Mr. Coulon to report back with updates on the development of this program.

Meredith Shaw and Lisa Teichner from Tri-Town Coalition

Ms. Shaw and Ms. Teichner appeared before the Board to request funds for the production and mailing cost of the brochure titled, "RxDrug Abuse: Get The Facts". It is a 4-color pamphlet incorporating facts about Opiates and Opoids, Depressants and Stimulants and the growing drug abuse problem. The brochure offers tips to prevent Rx Drug Abuse. Ms. Teichner informed the Board that drug abuse is a 'zip code neutral' issue, meaning its effects are felt in every community.

They presented a break-down of the funds requested:

Paper: 6 reams @500 sheets per	\$126.48
Postage: 2600 households \$.17 per	455.00
TCC Staff Hours:	75.00
<u>Total</u>	<u>\$656.48</u>

Ms. Knutsen suggested the Tri Town Council consider incorporating the following to maximize the message to Topsfield Residents:

- a Topsfield-centered informational presentation and forum at the Gould Barn
- an article in the Tri-Town Transcript

VOTE: Mr. Topping made a motion to cover the cost of producing and mailing the Tri-Town Council brochure entitled, "Rx Drug Abuse: Get The Facts" to Topsfield residents. Mr. Collins seconded and the motion carried in a unanimous vote.

Appointment of Thomas Manna PE to the Topsfield Board of Health

Mr. Coulon introduced Thomas Manna PE to the Board. Mr. Manna is a resident of 15 Boardman Lane and the owner of Thomas Manna Inc. He is a professional Engineer who designs septic systems. The Board directed Mr. Manna to file a letter of disclosure with the Town Clerk, and Mr. Manna informed the Board that he would recuse himself from issues presented to the Board that would directly affect him. Mr. Coulon will present a Board of Selectmen request to accept Mr. Manna as a Board of Health Member.

VOTE: Mr. Topping made a motion to endorse Thomas Manna PE as a new member of the Topsfield Board of Health. Dr. Guerra seconded and the motion carried in a unanimous vote.

53 Main Street Variance Requests

HL Graham PE, from HL Graham Associates in Ipswich, MA and Foti Qirjazi, owner of Alex's at 53 Main Street appeared before the Board for two variance requests as indicated on Form 9A – Application for Local Upgrade Approval:

- installation of a new MicroFAST 0.9 unit
- a 3' reduction in the setback between the new tank and the slab foundation

Mr. Graham gave the Board a description of the proposed MicroFAST 0.9 unit and existing septic system at this address.

VOTE: Mr. Topping made a motion to grant both Variance Requests as indicated in the Form 9A – Application for Local Upgrade Approval. Mr. Collins seconded and the motion carried in a unanimous vote.

Health Agent Report

Mr. Coulon gave the Board a description of recent activity including food inspections completed at the Fairgrounds, septic inspections at 54 Brookside Road and 67 Perkins Row and the ongoing inspections at 116 Boston Street (Peirce Farm). He explained that the new system at 116 Boston Street is a Perc-Rite system with a long run to the leach field. The first tank that was delivered was rejected due to quality issues, and the final project will incorporate three tanks, two with a capacity of 5,000 gallons and another with a capacity of 3,000 gallons.

Executive Session

Ms. Knutsen requested that the Board convene Executive Session for the purpose of discussing a complaint and adjourn the meeting at the close of Executive Session.

VOTE: Mr. Topping made a motion to enter Executive Session and to adjourn the meeting at the close of Executive Session. Dr. Guerra seconded and Board Members were polled: Ms. Knutsen: yes; Mr. Topping: yes; Dr. Guerra: yes; Mr. Collins: yes.

The Board entered Executive Session.

The meeting adjourned at 9:46 pm.

Respectfully submitted,
Susan Winslow, Minutes Secretary