

Town of Topsfield
Board of Health
Meeting of Thursday, July 26, 2012 ~ 7:30 pm
Town Hall, 8 West Common
Meeting Minutes

Pursuant to MGL Chapter 30A, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health Thursday, July 26, 2012 at 7:30 pm in Town Hall Conference Room.

With a quorum present, in the absence of the Chair, Ms. Knutsen called the meeting to order at 7:31 pm
Board of Health Members present: Sheryl Knutsen, Clerk; Wade Goldman, Dr. Vincent Guerra
Not Present: Chairman William Hunt; Gerry Topping
Also present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary; Heather Darrah, BOH Summer Intern

Abbreviations used
BOH Board of Health

Public Information
Agenda

APPOINTMENTS
None scheduled.

HEALTH AGENT'S REPORT
Introduction of Summer Intern

Mr. Coulon introduced Heather Darrah, a summer intern who is assisting in the BOH office. Ms. Darrah is from Topsfield and currently a college student majoring in Engineering. Ms. Darrah is collaborating with the BOH secretary on the upcoming newsletter for the Medical Reserve Corps, has assisted with camp inspections, will be attending a week-long, all-expense-paid by FEMA training session at the Department of Homeland Security Center for Domestic Preparedness in Alabama entitled Technical Emergency Response for CBRNE Incidents (Chemical, Biological, Radioactive, Nuclear and Explosive), and is performing the annual inventory of the equipment in the storage facility.

Emergency Preparedness/ Medical Reserve Corp. - Update

Mr. Coulon reported he is in negotiations to partnership with the North Shore Cape Ann Medical Reserve Corps and the Mass Task Force. This is a FEMA volunteer group located at the Beverly Airport. Training will begin after Labor Day. Mass Task Force classroom / equipment will be used.

As part of Region 3A Coalition, supplies were received including an ARC Disaster Health Nursing Kit, valued at \$650. The kit includes such items as over the counter medications (these will not be kept in the trailer due to temperature fluctuations) wound care, thermometer, stethoscope, blood pressure cuff, and individual hygiene kits (toothbrush, soap, etc). Next week Mr. Coulon and the Federal Medical Reserve Corp Regional Coordinator will conduct a technical assessment for New England via phone. Medical Reserve Corp volunteers will be coordinated for events such as the table at the Fair and flu clinics.

Preparation for 2012 Topsfield Fair

Mr. Coulon reported on the recent Topsfield Public Safety meeting with representatives from the Topsfield Fair. This included the Health Department, Fire and Police Departments, Highway, Water and Conservation. These Topsfield departments are coordinating in preparation for the Fair in October 2012. Mr. Coulon talked about the Public Safety trailer shown by MEMA. The trailer is self sufficient in the event of a disaster/emergency including communication, mapping, and electronics. The trailer can be a part of Topsfield's emergency plan.

Tight Tank – update

Mr. Coulon updated the Board on the status of the three 1,500 gallon tight tanks to be installed at the Fair grounds, saying Department of Environmental Protection requested additional information; this has delayed the project. Mr. Coulon inquired at DEP as to why. No explanation as of yet. It does not appear the tanks will be installed in time for this year's fair.

Monthly Case Review

Mr. Coulon informed the Board about a recent email he received from one of the owners of the three-unit commercial building on Main Street, including the back building currently being rented by Mary Bandereck for her bakeshop. The owner was inquiring about proper procedure for food disposal in Topsfield for commercial buildings. Mr. Coulon referred her to the State Code; any permitted party generating waste is responsible for proper disposal and must provide a copy of a contract for such. Any changes must be provided to the TBOH and kept in the file.

The Board asked for an update regarding the possibility of spraying for mosquitoes in Topsfield. Mr. Coulon talked about all the different considerations before spraying is done such as the species, volume, weather, and if there is positive testing (West Nile Virus/ EEE). No spraying has been done to date and is not being considered at this time.

NEW BUSINESS

VOTE: May 2012 & June 2012 BOH Minutes

Mr. Goldman moved to approve the May 24, 2012 and June 28, 2012 with minor edits as indicated. Dr Guerra seconded and the motion carried unanimously.

VOTE: And sign Visiting Nurse Association (VNA) Contract

The Board reviewed Provision of Public Health Nursing Services by VNA Care Network, INC. to Topsfield for FY13. Upon the BOH approval, the Town's Procurement Officer (Roberta Knight) will review the contract before it is forwarded to the BOS, as the executive body of the Town, for final execution. Ms. Knutsen questioned the wording in one section of the contract; she and Mr. Coulon agreed they would contact the VNA representative to discuss potential rewording of the section in question. The Board took no action and deferred the vote to the next meeting.

Review and Approve: FY 2012 Board of Health Annual Report

The Board was provided with a copy of the draft Annual Report from July 1, 2011 thru to June 30, 2012 as written and submitted by John Coulon, Board of Health Agent.

Mr. Goldman moved to approve the FY 2012 BOH annual report with minor edits as discussed. Dr Guerra seconded and the motion carried unanimously.

OLD BUSINESS

It was the consensus of the Board to defer Old Business agenda items to the next meeting. No action was taken.

VOTE: Review of existing Topsfield Septic Regulations

VOTE: Update Fee Schedule

FINANCIALS

Review and sign Bill Warrant – The Board signed the warrants.

COMMUNICATIONS

Executive Session (ES)

Dr Guerra moved to enter into ES at 9:23 pm according to MGL Chapter 39, section 23A and 23B (1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and to adjourn directly from Executive Session. Mr. Goldman seconded and the motion carried unanimously by roll call vote.

Respectfully submitted by

Catherine Tinsley