

TOPSFIELD BOARD OF HEALTH
Meeting of Thursday, September 22, 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 7:47 pm
Board Members Present: Sheryl Knutsen, Acting Chair; Dr. Vincent Guerra; Gerry Topping
Not Present: William Hunt, Wade Goldman
Also present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary, Selectman Dick Gandt

Abbreviations Used:
BOH Board of Health
HA Health Agent
TRMRC Topsfield Regional Medical Reserve Corp

Public Information:
Agenda

APPOINTMENTS
HEALTH AGENTS REPORT

Topsfield Emergency Preparedness Booklet – update

Ms. Knutsen, as the Coordinator of 3A Coalition provided draft copies of the “Emergency Preparedness Booklet” for review, noting recent revisions were incorporated; additional edits were discussed by the Board and noted by Ms. Knutsen. Ms. Knutsen requested the Board send any additional comments to her by Monday September 26, 2011. Mr. Coulon suggested Ms. Knutsen have the booklets printed at Staples and distributed to town departments e.g. Police/ Fire, Board of Health Members, and Town Administrator for the next review.

Emergency Preparedness/ Medical Reserve Corp – update

Mr. Coulon reported on the recent monthly meeting of the Local State Advisory Committee (LSAC) at which Mr Coulon represents 14 cities/towns. The meeting featured Kurt Schwartz, Director of the Massachusetts Emergency Management Agency (MEMA), and his Management Team. He also reported that the Medical Reserve Corps in Region 3 met yesterday but he was unable to attend and is waiting for a report from this meeting from Roberta Cody, TRMRC Coordinator.. Mr. Coulon is teaching First Aid and CPR to Medical Reserve Corps volunteers.

Mr. Topping observed that Mr. Coulon is not a soil evaluator and suggested the BOH support his taking the courses. Mr. Topping asked that this be looked into over the twelve months.

Mr. Coulon added that keeping office hours as scheduled has interfered with training and meetings. The Board discussed how to best handle this.

Mr. Coulon was asked to put training dates in advance on the agenda to notify Board he will be out of the office for approval and to notify the Selectmen's office. If possible, the secretary will be in the office during the Health Agent's absence to take messages and contact him in an emergency.

The Board recognized the importance of training for the Health Agent and supported his absence from the office for training.

General Review of Activities, including preparations for 2011 Fair

Regarding the Topsfield Fair, Mr. Coulon said all departments affected by the Fair are conducting inspections. Mr. Coulon has done informal on site reviews preparing booths; inspections begin Monday.

Mr. Topping noted his concern that trash from the fair gets on the Rail Trail and asked that the Fair be responsible for removing trash from the trail after the fair is done. Mr. Coulon assured him that this is a part of his inspection and this will be done.

He further explained the entire process of his inspections.

The Board was invited to accompany the Health Agent during his rounds at the Fair.

The Medical Reserve Corps will have a table at the fair for three days; volunteers are needed. Board members V. Guerra and S. Knutsen have already volunteered.

The Mass Partnership for Food Safety Education will also have a table to educate consumers for three days.

OLD BUSINESS

Flu Clinic

Ms. Knutsen reviewed the Board previously talked about asking the BOS for funding of the flu clinic. She went on to say that the Program Manager for the VNA (Visiting Nurse Association) has been consulted. Mr. Coulon will email this information to the Board.

Ms. Knutsen reported some groups are purchasing vaccinations regionally; there is no effort in 3A or the Tri Town for collective purchasing. She provided an article explaining the cuts in the funding and what local towns are doing. Most communities are not in the position to buy vaccines.

The Board further discussed the possibility of holding a vaccine clinic during the holiday walk first Saturday in December. The BOH traditionally holds a clinic at the Emerson Center and it was agreed that the Health Agent would aim to schedule with the VNA the first of November. An article in the Tri Town Transcript will be printed regarding the town's plans to hold vaccination clinic, intended for uninsured people of high health risk. People with insurance are encouraged to seek vaccines through their primary doctor or pharmacy.

Mr. Coulon will work with the Tri Town Health Agents on an article to address the vaccine shortage for public health offices and the abundance for private doctors.

Public Sector Partners will assist the town with Billing at clinics for those with insurance, and are paid 10% of the money collected. Administration costs can be recouped.

Commonwealth Medicine allows money from under 65 age group (18-64) for both administrative costs and vaccine. They take their fee off the top; this is not billable.

Ms. Knutsen recommended signing the contracts in case the town purchases vaccines.

NEW BUSINESS

VOTE: August 25, 2011 Minutes

Mr. Topping moved to accept the August BOH minutes. Dr Guerra seconded and the motion carried unanimously.

FINANCIALS

Review and sign Bill Warrant - The Board signed the bill warrants.

COMMUNICATIONS

MEHA Yankee Conference Invitation - Mr. Coulon provided information regarding the 49th Annual Yankee Conference by Mass Environmental Health Association.

EXECUTIVE SESSION

Mr. Topping moved at 8:48 pm that the BOH enter into ES according to MGL Chapter 39, section 23A and 23B (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel and adjourn directly from ES. Dr Guerra seconded and the motion carried by unanimous roll call vote.

Respectfully submitted by
Catherine Tinsley