

Town of Topsfield Board of Health
Meeting of Thursday, January 22, 2015
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

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, January 22, 2015 at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Clerk Sheryl Knutsen RN; Vincent Guerra MD; Gerald Topping PE, Joseph Collins Esq.

Others present: John Coulon RS, Health Agent; Susan Winslow, Minutes Secretary; Richard Gandt, Selectman; James Scanlan PE, Scanlan Engineering; Christopher Cole and Susan Cole representing 21 Pemberton Road.

ABBREVIATIONS:

BOH: Board of Health

CDC: Center for Disease Control

CEU: Continuing Education Units

DEP: Department of Environmental Protection

DPH: Department of Public Health

EDS: Emergency Dispensing Site

EP: Emergency Preparedness

HHS: Health and Human Services

ESQ: Esquire

LPHI: Local Public Health Institute

LSAC: Local State Advisory Committee

MAVEN: Massachusetts Virtual Epidemiology Network

MDPH: Massachusetts Dept. of Public Health

MRC: Medical Reserve Corps

NEMMC: Northeast Massachusetts Mosquito Control

NPI: National Provider Identification

PE: Professional Engineer

PHEP: Public Health Emergency Preparedness

RN: Registered Nurse

TBOH: Topsfield Board of Health

TRMRC: Topsfield Regional Medical Reserve Corps

USFDA: United States Food and Drug Administration

Public Information

Agenda

Acting Chairperson Knutsen called the meeting to order at 7:35 PM.

MINUTES:

December 18, 2014

The Board reviewed the December 18, 2014 Minutes.

VOTE: Mr. Topping made a motion to accept the December 18, 2014 Minutes. Ms. Knutsen seconded and the motion carried in a unanimous vote.

APPOINTMENTS:**Variance Request: 21 Pemberton Road**

James Scanlan, PE presented a revised plan for 21 Pemberton Road dated 12/24/2014. The Board reviewed the following Variance Requests:

Regulation Number	Existing Regulation	Variance Request
310CMR15.212(1)	4 ft to ESHGW PERC > 2 min/in	2 ft to ESHGW w/ Presby System
310CMR15.227(5)	1 foot min. separation Between pipe inverts of tanks and ESHGW	All inlets and outlets to have Rubber Boots
310CMR15.104	Percolation Test	Sieve Analysis per UMass Soils Lab

VOTE: Mr. Topping made a motion to accept the Variance Requests as noted on the revised plan dated 12/26/14. Dr. Guerra seconded and the motion carried in a unanimous vote.

Dr. Guerra left the room at 7:56

HEALTH AGENT REPORT:**Sheryl Knutsen To Be Honored as Fellow at 2015 LPHI Induction Ceremony**

Mr. Coulon informed the Board that on March 4, 2015, Ms. Knutsen will be one of five individuals recognized by the LPHI for her contributions to Public Health. The ceremony will be held at the Tower Hill Botanical Garden, 11 French Drive, Boylston, MA. Mr. Coulon urged Board Members to attend the luncheon and ceremony. Board Members congratulated Ms. Knutsen on this honor.

Dr. Guerra returned to the room at 8:01.

Food Protection Program

Mr. Coulon gave the Board an overview on the current state of the MA and Topsfield Food Protection Programs. He informed the Board about the activities of LSAC and the procedure for tracking outbreaks of food-borne illness including the use of MAVEN, the state's secure on-line repository for local and state reported illness.

Public Health Emergency Preparedness Trainings

Mr. Coulon reported that Ms. Knutsen, as 3A Coalition Coordinator, has been instrumental in scheduling two Public Health Emergency Preparedness trainings at the Gould Barn: February 5 and 12, 2015. Invitations to these trainings have been extended to local Boards of Health, First Responders and Emergency Preparedness Personnel. February 5: Category A Bioterrorism Agents presented by Katie Reilly, MPH, MSN, RN, APHN-BC, Infectious Disease Response Nurse, MDPH; February 12: Personal Protective Equipment presented by Lisa Crowner, Statewide Health Educator/Trainer, MDPH Office of Preparedness & Emergency Management. Ms. Knutsen estimates that 20 – 25 individuals will be in attendance; CEUs will be offered.

TRMRC

Mr. Coulon informed the Board that on January 12, 2015, the Health and Human Services Region 1 Officer spent an hour and a half in a conference call with him and TRMRC Coordinator, Arthur Howe III as a call-down drill. This was done in an effort to gather feedback from local MRCs on programs and efforts to promote the MRC. Mr. Coulon reported that the TRMRC has been actively assisting with Open Gym nights at Masconomet Regional High School, working to support the healthy activity initiatives of the Tri-Town Council.

NEW FINCOM LIAISON

Mr. Coulon informed the Board that Eric Menzer is the new FinCom liaison to the Board of Health. Mr. Coulon and Mr. Menzer met at BOH office January 10 and reviewed BOH budget.

COMMUNICATIONS:

2015 NEMMC Mosquito Exclusions from Pesticide

The Board supported making the NEMMC Exclusion from Pesticide Template available to local residents outside the Board of Health office door. It was noted that NEMMC will not accept a 'No Spray' sign in front of a home, phone calls or hand delivered/regular mail delivered letters requesting exclusion from pesticide application. **NEMMC will only accept No Spray requests on the NEMMC Property Exclusions from Pesticides Template delivered via certified mail to the Town Clerk's office by March 1, 2015.** Mr. Coulon informed the Board that this information is clearly indicated on the TBOH Mosquito Web Page and has been publicized in the Tri Town Transcript in the past year. Mr. Coulon further informed the Board that the Child Protection Act requires that public properties cannot be excluded from pesticide application. He informed the Board that the professionals at NEMMC are experts on the exclusion provision and the Child Protection Act.

NPI Revalidation Fee of \$553

Mr. Coulon informed the Board that Topsfield was recently chosen at random to be included in the roll out of the fee-for-NPI Number program. He reminded the Board that the NPI Number is required by Medicare for flu vaccine reimbursement. Mr. Coulon gave the Board an overview of the Roster Billing process in which Topsfield gathers Vaccine Records, submits them to Commonwealth Medicine for distribution to the various private insurance companies and Medicare for reimbursement.

Mr. Coulon informed the Board that the fee will eventually be levied on all providers requesting reimbursement from Medicare. The 48 page Revalidation Application and attachments are ready to be submitted. Because there was no indication that Topsfield would be chosen for this fee in time for FY15 Budget preparation, this fee was not factored into the Topsfield Board of Health FY15 Budget, so a special request must be made to the Selectmen to appropriate the fee. The fee of \$553 is good for 10 years, and the town receives between \$800 and \$2,000 per year in Medicare Reimbursement through the Roster Billing program which goes into the town's General Fund

VOTE: Mr. Topping made a motion for Mr. Coulon to contact Town Administrator, Kellie Hebert, with a request to the Selectmen to fund this fee. Dr. Guerra seconded and the motion carried in a unanimous vote.

VOTE: Mr. Topping made a motion to adjourn at 9:12 pm. Dr. Guerra seconded and the motion carried in a unanimous vote.

Respectfully submitted,

Susan Winslow, Minutes Secretary