

Town of Topsfield Board of Health
Meeting of Thursday, February 26, 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, February 26, 2015 at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Chairman William Hunt Esq; Clerk Sheryl Knutsen RN; Vincent Guerra MD; Joseph Collins Esq.

Others present: John Coulon RS, Health Agent; Susan Winslow, Minutes Secretary; Ken Flint, Area Manager for Cumberland Farms; Erin Romano, Cumberland Farms Store Manager; Ronald Beauregard, Massachusetts Tobacco Control Coalition.

ABBREVIATIONS:

BOH: Board of Health	MAVEN: Massachusetts Virtual Epidemiology Network
CDC: Center for Disease Control	MDPH: Massachusetts Dept. of Public Health
CEU: Continuing Education Unit	MRC: Medical Reserve Corps
DEP: Department of Environmental Protection	NEMMC: Northeast Massachusetts Mosquito Control
DPH: Department of Public Health	PE: Professional Engineer
EDS: Emergency Dispensing Site	
EMS: Emergency Medical Services	PHEP: Public Health Emergency Preparedness
EP: Emergency Preparedness	RN: Registered Nurse
HHS: Health and Human Services	TBOH: Topsfield Board of Health
HMCC: Health and Medical Coordinating Coalition	
EOC: Emergency Operations Center	TRMRC: Topsfield Regional Medical Reserve Corps
LSAC: Local State Advisory Committee	
LPHI: Local Public Health Institute	USFDA: United States Food and Drug Administration
MDPH: Massachusetts Dept. of Public Health	

Public Information
Agenda

Chairman Hunt called the meeting to order at 7:32 PM.

MINUTES:
January 22, 2015

The Board reviewed the January 22, 2015 Minutes.

VOTE: Ms. Knutsen made a motion to accept the January 22, 2015 Minutes. Mr. Collins seconded and the motion carried in a unanimous vote.

APPOINTMENTS:

Cumberland Farms: Infraction of R: 1-6 Restriction of Youth Access to Tobacco

Mr. Ken Flint, Area Manager for Cumberland Farms, 20 Main Street, and Erin Romano, Topsfield Cumberland Farms Store Manager appeared before the Board. Mr. Coulon gave the Board a synopsis of the situation: On January 23, 2015, Ron Beauregard from Massachusetts Healthy Communities Tobacco Control conducted a compliance check at Cumberland Farms in which a minor was able to purchase one cigar.

Mr. Coulon informed the Board that Cumberland Farms has paid the \$50.00 fine for this, their first infraction.

Mr. Flint addressed the Board to apologize for the infraction. He gave the Board an overview of the 'WE CARD' training and exam required of all Cumberland Farm employees as well as the 'Of Age' key system on the store register. He explained that Cumberland Farm employees are instructed to card anyone who appears to be age 30 or younger. The employee who sold the cigar to the minor has been reprimanded and will undergo retraining. Mr. Flint presented the Board with copies of the 'WE CARD' Certificates of Proficiency presented by the Coalition for Responsible Tobacco Retailing for each of the Cumberland Farms employees who completed the 'WE CARD' training program.

The Board thanked Mr. Flint for such a comprehensive explanation of the Cumberland Farms effort to restrict youth access to tobacco products.

Gas Meter: Mr. Coulon explained to the Board that the gas meter at Cumberland Farms was damaged by a snow plow during a recent storm. He asked Mr. Flint for an update on the repair of the gas meter. Mr. Flint reported that a bollard has been placed in front of the meter to protect it from future damage from vehicles, but it is still twisted. He reported that National Grid responded after the meter was hit by the plow and welded it to ensure that it was repaired. Mr. Flint will report any future action on the gas meter repair to Mr. Coulon.

Gas N Go Mr. Coulon reported that Gas N Go, 368 Boston Street, was also cited for an infraction of R:1-6 Restriction of Youth Access to Tobacco during the January 23, 2015 Compliance Check. He reported that the Board of Health contacted Mr. Ray Cozzi who said that he was not available to attend this evening's meeting, but he will appear at a future meeting if required. He paid the \$100 fine levied for a second infraction. The Board agreed that, due to the fact that this was a second infraction, Mr. Cozzi would be required to attend the March 26, 2015 Board Meeting.

COMMUNICATIONS:

Mr. Coulon presented a letter from the Conservation Commission addressed to the Topsfield Town Clerk, Ann Gill, and copied to the Board of Health with a request to exempt all Town-owned conservation lands from spraying and larviciding mosquito control activities. Mr. Coulon reminded the Board that this issue was before the Board last year, and the determination was made that the lands in question are actually owned by the town, with ownership represented by the Selectmen. The Board instructed Mr. Coulon to draft a letter to the Conservation Commission acknowledging receipt of their letter. No further action was taken on this matter.

Old Business:

Board Member Biographies Web Page: Ms. Knutsen will send an updated version of her biography to the Board of Health Office. Dr. Guerra said he has already sent an updated version of his biography. Mr. Collins will send his biography to the Board of Health office.

Health Agent Report:VNA Award

Mr. Coulon informed the Board that he has been invited to a luncheon on April 9, 2015 hosted by Mutual of America to honor Hospice and VNA of the North Shore as a 'Merit Finalist' for the Elder Health Clinics hosted by the VNA under the direction of the Topsfield Board of Health. These clinics are held on a regular basis at Little Brook Village and Washington Meadows.

Health & Medical Coordinating Coalition (HMCC) and Upcoming Communications Drill

Mr. Coulon informed the Board that in June, the Region 3A Coalition will be moving from the Planning phase to Operational Phase. Concurrently, Tri-Town Public Health is initiating an effort to regionalize the EDS Plan to incorporate Topsfield, Middleton and Boxford with a central EDS site at Masconomet Regional High School in Boxford. He also explained the state-wide move to Health and Medical Coordinating Coalitions (HMCC), with funding shared by hospitals, public health, nursing homes, EMS, and Ambulatory Care. This funding is under the auspices of the Department of Health and Human Services, not Homeland Security.

Mr. Coulon reminded the Board that Topsfield, Boxford and Middleton have the designation of 'Sentinel Site' for the Region 3A Coalition. This designation entails extra work but may also reap future benefits in grant allocation as well as a greater capacity for emergency response.

A state-wide Conference Call is scheduled for March 19, 2015.

Web Emergency Operations Center (EOC)

Mr. Coulon explained that the Massachusetts Department of Public Health Web EOC acts as an on-line central clearing house for requesting and dispersal of personnel and equipment during an emergency situation such as the recent snow storms in our region.

MA Responds Training

Mr. Coulon informed the Board that there will be additional MA Responds Training at the Massachusetts Medical Center in Waltham on March 10, 2015. MA Responds Administrators John Coulon and Susan Winslow will attend this training.

NACCHO Grant Request Denied

Mr. Coulon informed the Board that his request for a NACCHO grant to attend training in Atlanta, GA in April has been denied. He explained that funding went to larger jurisdictions.

FDA Grant for Voluntary Retail Program Standards

Mr. Coulon informed the Board that the Topsfield Board of Health was awarded a \$2500.00 grant toward completion of the Nine Standards and the Verification Process in this FDA program. Mr. Raymond Duffill from the FDA will be visiting the Board of Health on Wednesday, March 4, 2015 to offer guidance in this effort.

Mr. Hunt left the meeting at 8:57 pm.

Trainings

Mr. Coulon informed the Board that he has recently attended training on Alternative Systems with Board Member Gerald Topping. He has also attended training on Grease Traps and Dispersables.

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 data base for local and state reported illness.

Public Health Emergency Preparedness Trainings

Mr. Coulon reported that Ms. Knutsen, as 3A Coalition Coordinator, was instrumental in scheduling two Public Health Emergency Preparedness trainings at the Gould Barn: February 5 and 12, 2015. Invitations were extended to local Boards of Health, First Responders, Nursing Students 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. Twenty to twenty-five individuals attended the trainings and Certificates of Attendance were provided.

Mr. Hunt returned to the meeting at 8:59 pm.

Rabid Raccoon

Mr. Coulon informed the Board that on Monday, February 23, 2015, the Topsfield Board of Health received a fax report from the State Laboratory indicating a positive finding of rabies in a Raccoon involved in an attack on a horse in its stall at 211 Rowley Bridge Road. Per Board of Health practices, this report was scanned and sent to the Animal Control Officer and the Animal Inspector. Mr. Coulon contacted Animal Control Officer Carole LaRoque and investigated the report. The horse had received a Rabies vaccination prior to the incident and will be quarantined and monitored. The raccoon was euthanized and the head was transported to the State Laboratory for testing.

ICE DAM AT TOWN HALL

Mr. Coulon gave the Board a synopsis of the recent problems with ice build-up along the roofline at town hall and the ensuing ice dam that caused leakage into the Board of Health office and down into the Town Accountant's office. Mr. Coulon, Building Inspector Glen Clohecyc and Planning Board Assistant Roberta Knight worked together to address the problem before severe damage could occur. The Highway Department plowed an area to the side of town hall through deep snow. The Fire Department arrived with a ladder truck and firefighters were dispatched to chop channels into the ice dams. The Board commended the quick action of the group to avoid serious damage to Town Hall.

VOTE: Dr. Guerra made a motion to adjourn at 9:20 pm. Mr. Collins seconded and the motion carried in a unanimous vote.

Respectfully submitted, Susan Winslow, Minutes Secretary