

Town of Topsfield Board of Health
Meeting of Thursday, February 25, 2016
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 25, 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: Richard Gandt – resident; Mary Jolene Guerra – Resident; Gregor Smith – Topsfield Building Committee; Josh Rownd – Topsfield Building Committee; Joan Fitzpatrick – VNA and Hospice of the North Shore; John Coulon RS – Health Agent; 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

Public Information

Agenda

Chair Sheryl Knutsen called the meeting to order at 7:30 PM.

APPOINTMENTS:

Topsfield Town Hall Building Committee

Mr. Gregor Smith and Mr. Josh Rownd from the Building Committee addressed the Board to introduce the proposed renovation and expansion of Town Hall. They presented a packet including the proposed schematics of the project. They took comments and answered questions from Board Members and members of the public in attendance. Mr. Smith and Mr. Rownd informed the Board that the project is conceptual at this time. There will be a Public Informational Meeting on March 31, 2016. If funds are approved at Town Meeting, construction will begin in the Spring of 2017, with town offices housed in trailers during the renovation. The Board thanked Mr. Smith and Mr. Rownd for the presentation.

APPOINTMENTS CONTINUED...

Martha Morrison Representing the Topsfield Garden Club

Topsfield resident Martha Morrison appeared before the Board to request a waiver of the Temporary Food Permit fee for food vendors at the Saturday, March 19, 2016 Grow Spring event hosted by the Topsfield Garden Club. She explained that there will be vendors giving out samples and food vendors selling. The Board discussed whether the event meets the five criteria for a food permit fee waiver granted by the Agent. They determined that it does not. The Board determined that each food handler will be required to complete the Temporary Food Permit Application which will be submitted to the Topsfield Board of Health Agent.

The Board also expressed concern that Health Agent John Coulon has been asked to staff a table with information about tick-borne illness while simultaneously conducting food inspections for multiple food vendors in two separate venues. Ms. Morrison informed the Board that the Selectmen's office has allowed for a reduction in the Vendor fee. Ms. Morrison invited Board Members to attend the event which will run from 10 AM – 3 PM, with food available from 11 AM – 2 PM.

VOTE: Dr. Guerra made a motion to request a reduced temporary food permit fee of \$5.00 per food handler for the March 19, 2016 Grow Spring event hosted by the Topsfield Garden Club. Mr. Topping seconded and the motion carried in a unanimous vote.

VNA Situation

Chair Sheryl Knutsen welcomed Joan Fitzpatrick from the VNA to the meeting. Ms. Fitzpatrick informed the Board that she is an employee at the VNA working for Preventative Care Manager Beverly Salate RN BSN, who could not attend the meeting due to a conflict. Ms. Knutsen asked Mr. Coulon to give the Board a description of the issues requiring the appearance of a VNA representative at the meeting.

Mr. Coulon reviewed the document, "Synopsis of VNA Situation" (attached) outlining four major concerns in the past eight months that represent internal delays at the VNA regarding the movement of written communications and unauthorized, unilateral decisions made by the VNA Preventative Care Manager that have adversely affected the Topsfield Board of Health.

After Mr. Coulon outlined and explained the issues to the Board, Ms. Fitzpatrick responded to the items listed.

The Board and Ms. Fitzpatrick determined that the VNA will take the following actions before the close of business on Wednesday, March 2, 2016:

- As agreed upon in the 9/25/15 email communication between Ms. Beverly Salate and Mr. John Coulon, the VNA will send an invoice to the Topsfield Board of Health for flu vaccine used during the October 22, 2015 and December 5, 2015 Flu Vaccine Clinics.
- The VNA will contact Commonwealth Medicine to inform them that the Flu Vaccine Rosters sent to them by the VNA for reimbursement to the VNA instead of the Town of Topsfield will be removed from the roster billing process.

The Board thanked Ms. Fitzpatrick for attending the meeting.

Custom Slaughter House

Mr. Coulon reported that Ms. Kara Brown from Meredith Farm, Cross Street, Topsfield, was on the Agenda to introduce the farm's plan for a custom slaughter house, but when the other appointments were running long, Mr. Coulon conferred with Ms. Brown, and it was determined that she will appear before the Board at the March 24, 2016 meeting at 7:30 pm.

OTHER:

Update on Review of Topsfield Regulation R:1-6 Regulations Restricting Youth Access to Tobacco vi

Mr. Coulon reminded the Board that this issue will be the subject of a Public Meeting on March 24, 2016. Mr. Topping gave the Board an update on his preparation for the review. The Board determined that the Public Meeting will commence at 8:00 pm. Ms. Winslow was instructed to contact the Tri Town Transcript to update the legal notice running on March 11 and March 18 to reflect the time change from 7:45 pm to 8:00 pm.

MINUTES:

The November 19, 2015 and January 28, 2016 Minutes were reviewed.

VOTE: Mr. Topping made a motion to accept the November 19, 2015 and January 28, 2016 Minutes as written. Mr. Collins seconded and the motion carried in a unanimous vote.

HEALTH AGENT REPORT:

- Mr. Coulon informed the Board about upcoming events in Topsfield, including 3/6/2016 Wedding Expo; 3/19/16 Grow Spring; 3/24/16 Legislative Breakfast; 3/29/16 Northeast Harvest Agricultural Conference; 5/22/16 Tour de Cure.
- Emergency Preparedness: Mr. Coulon informed the Board that there is dissention spreading within Health and Medical Coordinating Coalitions (HMCC) regarding the distribution and use of Public Health Emergency Preparedness (PHEP) funds. Ms. Knutsen explained that the Department of Public Health (DPH) has not filled key positions that exist to assist Health and Medical Coordinating Coalitions HMCCs with this effort. Mr. Coulon and Ms. Knutsen will keep the Board apprised of the situation.
- Monthly Case Review: Mr. Coulon informed the Board that there is a group interested in possibly using the function room area at St. Rose of Lima for temporary housing of homeless families. Mr. Coulon emphasized that this is just a preliminary inquiry, and neither the Board of Health nor the Building Department have been contacted.
- Reminder that Mr. Coulon will be away from March 5 – March 12 as one of 30 invited participants to develop the National Retail Curriculum Standards in New Orleans LA. This select group from across the country is developing best practice methods to standardize the training for food regulators. Mr. Coulon's travel and expenses will be covered by the FDA. Ms. Knutsen and Dr. Guerra will be available for any medical related issues and Mr. Topping will be available for any septic issues during this time.
- March 10, 2016 Wellness Event at Steward School: Mr. Coulon will be out of town during this event. Ms. Winslow will assist with this event. Mr. Topping will host the Bite Lab table from 5:30 set up until 7pm and Dr. Guerra will host the table from 7 – 8 pm.
- Voluntary Retail Program Standards Audit – Mr. Coulon and Ms. Winslow went to the State Laboratory in Jamaica Plain on Monday, January 25, 2016, where Mr. Coulon conducted an audit of FDA National Voluntary Retail Program Standards 5 and 7 for the Mass. Food Protection Program (MA FPP). A representative from the Food Protection Program will be conducting an Audit of the same Standards for the

HEALTH AGENT REPORT continued...

Town of Topsfield on March 22, 2016. Mr. Coulon reminded the Board that the Board of Health received a grant from the FDA for the preparation and review of Standards 5 and 7 in 2015. The Topsfield Board of Health was selected to receive grant funds again in 2016 to continue this effort. The exchange of audits with MA FPP allows each entity to stretch limited funds.

- Mr. Coulon reported that he attended a meeting with a group of public health officials that are working together with a regional grant to hire a consultant to assist the cities/towns in adopting the 2013 Federal Model Food Code. Grant funds will also include training for Regulators. The group is close to hiring a well-qualified individual for this project.

- Mr. Coulon recently attended the NEMMC Meeting at their new headquarters in Georgetown, where he met the new NEMMC Director, Mary F. Duggan.

NEW BUSINES:

Ms. Knutsen told the Board that during the recent power loss in Topsfield during a storm, she became concerned that there was no information available about a site where people, particularly Senior Citizens, could go to get warm. She informed the Board that people often become disoriented when subjected to long periods of cold. It was determined that Mr. Coulon would extend an invitation to Fire Chief Ronald Giovannacci or his designee to attend the April Topsfield Board of Health Meeting to update the Board on the town's Comprehensive Emergency Management Plan (CEMP). Mr. Coulon informed the Board that the town currently hosts monthly Public Safety Meetings where these issues are discussed.

COMMUNICATIONS:

Mr. Coulon referred to the following communications received by the Topsfield Board of Health:

- 2016 NEMMC Vector Management Plan

Mr. Coulon will present this document along with the Best Management Practices Plan for Topsfield at the March 24, 2016 Board Meeting.

- MHOA/MA DEP Annual Winter Seminar on March 29, 2016. Mr. Coulon will be attending this seminar in Peabody, MA.

- Northeast Onsite Short Course, NEIWPC in Taunton. Mr. Coulon will be attending.

- 12th Annual Public Health Leadership Forum "Firearm Violence: Policy, Prevention and Public Health" at the MA Medical Society in Waltham. Mr. Coulon extended an invitation to Board members to attend this free event which will include dinner.

- Building Resilience to Climate Impacts in MA: A Public Health Symposium hosted by the MA DPH in Dedham.

- Letter from Lester Hartman MD, MPH of Westwood/Mansfield Pediatrics offering to speak to the Board on his effort to raise the age of those purchasing cigarettes and nicotine delivery devices to 21.

- Flyer for the New England Public Health Conference hosted by St. Anselm College in Maine this summer.

- Flyer for New England Food Show on March 13, 14, 15. Mr. Coulon will be hosting the table for the MA Partnership for Food Safety Education (MPFSE) and he invited Board Members to contact him if they wish to attend.

VOTE: Mr. Topping made a motion to adjourn at 10:30 PM. Mr. Collins seconded and the motion carried in a unanimous vote.

The meeting adjourned at 10:30 pm.

Respectfully submitted,

Susan Winslow, Minutes Secretary