

Town of Topsfield Board of Health
Meeting of Thursday, April 28, 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, April 28, 2016, at 7:30 pm in the Conference Room of Topsfield Town Hall. This meeting also includes the continuation of a Public Hearing duly noted in the March 24, 2016 Minutes regarding proposed changes to Topsfield R:1-6 Regulations Restricting Youth Access to Tobacco, advertised in the Tri-Town Transcript on March 11, 2016 and March 18, 2016.

Board of Health Members present: Sheryl Knutsen RN – Chair; Gerald Topping PE – Vice Chair; Vincent Guerra MD, Joseph Collins ESQ.

Others: John Coulon RS – Health Agent; Hayley Byra-TBOH Intern; 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 after Board Members had visited the Board of Health office in the Town Hall Auditorium to view the window restoration work underway. Concern was noted about the lack of natural light, the presence of excessive dust particles in the air and the acrid smell of particle board from the window removal. Concern was also noted about poor air quality and excessive heat once all windows are replaced with particle board inserts until the end of June.

Minutes:

March 24, 2016 Minutes

VOTE: Mr. Topping made a motion to accept the March 24, 2016 Minutes with one edit. Mr. Collins seconded and the motion carried in a unanimous vote.

February 25, 2016 Minutes

VOTE: Mr. Collins made a motion to accept the February 25, 2016 Minutes as written. Dr. Guerra seconded and the motion carried in a unanimous vote.

Chair Sheryl Knutsen RN announced the continuation of the Public Hearing Topsfield R:1-6 Regulations Restricting Youth Access to Tobacco with a reading of the Legal Notice that ran in the Tri Town Transcript on March 11 and March 18, 2016.

Mr. Topping handed out copies of Topsfield R:1-6 as follows:

R:1-6 REGULATIONS RESTRICTING YOUTH ACCESS TO TOBACCO.i

R:1-6.1 Declaration of Purpose.

WHEREAS, tobacco use by minors is a continuing problem with grave public health consequences because more than 82% of all smokers begin smoking before the age of eighteen (18) and more than 3,000 minors begin smoking every day in the United States.

WHEREAS the US Department of Health and Human Services has concluded that nicotine is as addictive as cocaine or heroin, action is needed to curtail the easy access of tobacco products by minors.

WHEREAS commercial Roll Your Own (RYO) machines enable loose, unpackaged tobacco to be poured into a machine and placed into empty, unpackaged cigarette tubes to be inhaled by individuals who smoke them. This procedure provides risk of contamination of the tobacco and unsanitary conditions in the machine and is injurious to public health; whereas commercial Roll Your Own (RYO) machines located in retail stores enable retailers to sell cigarettes without paying the federal and state excise taxes that are imposed on conventionally manufactured cigarettes (RYO FILLING STATION, www.ryofillingstation.com (February 27, 2012). High excise taxes encourage adult smokers to quit and deter youth from starting (Kenneth E. Warner, Smoking and Health Implications of a Change in the Federal Cigarette Tax, 255, J. AM MED. ASS'N 1028 (1986), Frank J. Chaloupka & Rosalie Liccardo Pacula, The Impact of Price on Youth Tobacco Use, in 14 SMOKING AND TOBACCO CONTROL MONOGRAPHS: CHANGING ADOLSCENT SMOKING PREVALENCE 193 (U.S. Dep't health and Human Services et al. eds., 2001). Therefore, inexpensive cigarettes, like those produced from RYO machines, promote use of tobacco, resulting in a negative impact on public health and increased health care costs, and severely undercut the evidence-based public health benefit of imposing high excise taxes on tobacco.

Pursuant to Massachusetts General Laws Chapter III, Section 31, the Topsfield Board of Health under Massachusetts General Laws Chapter 111, Section 31 that "Boards of Health may make reasonable health regulations."

R:1-6.2 Authority

This regulation is promulgated under the authority granted to the Topsfield Board of Health under Massachusetts General Laws Chapter 111, Section 31 that "Boards of Health may make reasonable health regulations."

R:1-6.3 Definitions

For the purposes of this Regulation, the following words shall have the meanings respectively ascribed to them by this paragraph:

- a. BOARD: The Board of Health of the Town of Topsfield.

- b. **EMPLOYEE:** Any individual person who performs services for an employer in return for wages or profit.
- c. **EMPLOYER:** An individual person, partnership, association, corporation, trust or other organized group of individuals, including the Town of Topsfield or any agency thereof, which utilizes the services of one (1) or more individual employees.
- d. **ENFORCEMENT OFFICER:** Any individual designated an enforcement officer of these regulations shall be an acting agent of the Board of Health.
- e. **INDIVIDUAL:** Any employee, volunteer or any other person who patronizes an area where tobacco products are sold.
- f. **PERSON:** Any person, firm, partnership, association, corporation, company or organization of any kind including, but not limited to an owner, operator, manager, proprietor or person in charge of any building, establishment, business, or restaurant or retail store, or the agents or designees of any of the foregoing.
- g. **RETAIL STORE:** Any establishment selling goods or articles or products to the public.
- h. **SELF-SERVICE DISPLAY:** A display from which individual packs or cartons of tobacco products may be selected by a customer without assistance from a clerk or employee.
- i. **TOBACCO VENDING MACHINE:** Any machine or device designated for or used for the vending of cigarettes, cigars, tobacco or tobacco products upon the insertion of coins, trade checks, swipe cards, slips or any other forms of payment.
- j. **TOWN:** Town of Topsfield
- k. **VOLUNTEER:** Any individual not compensated for services rendered.
- l. **COMMERCIAL ROLL-YOUR-OWN (RYO) MACHINE:** A mechanical device, by whatever manufacturer made and by whatever name known, that is designed to roll and wrap tobacco into products. Home-use RYO machines are not Commercial Roll-Your-Own machines.
- m. **ELECTRONIC CIGARETTE:** Any electronic device composed of a mouthpiece, heating element, battery and/or electronic circuits that provides vapor of liquids, regardless of nicotine content, or relies on vaporization of any solid or liquid substance, regardless of nicotine content. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes or under any other product name.
- n. **TOBACCO/TOBACCO PRODUCT:** Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including but not limited to: cigarettes, cigars,

little cigars, chewing tobacco, pipe tobacco, snuff, or electronic cigarettes, electronic cigars, electronic pipes, electronic hookah, or other similar products regardless of the nicotine content, that rely on vaporization or aerosolization. "Tobacco product" includes any component or part of a tobacco product. "Tobacco product" does not include any product that has been approved by the United States Food and Drug Administration either as a tobacco use cessation product or for other medical purposes and which is being marketed and sold or prescribed solely for the approved purpose.

R:1-6.4 Tobacco Sales to Minors Prohibited

- a. Sale to Minors. In conformance with Massachusetts General Laws, Chapter 270, Section 6, whoever sells a cigarette, chewing tobacco, snuff or any tobacco in any of its forms to any person under the age of twenty-one (21) or, not being his parent or guardian gives a cigarette, chewing tobacco, snuff or tobacco in any of its forms to any person under the age of twenty-one (21) shall be punished according to the fine schedule set forth in Section 9 of this section.
- b. Posting State Law. In conformance with Massachusetts General Law, Chapter 270, Section 7, a copy of Massachusetts General Laws, Chapter 270, Section 6, shall be posted conspicuously by the owner or other person in charge thereof in the shop or other place used to sell cigarettes at retail. The notice to be posted shall be provided by the Massachusetts Department of Public Health and made available from the Board of Health of the Town of Topsfield. Such notice shall be at least 48 square inches and shall be posted at the cash register which receives the greatest volume of single cigarette package sales in such a manner so that it may be readily seen by a person standing or approaching the cash register. Such notice shall directly face the purchaser and shall not be obstructed from view or placed at a height of less than four (4) feet or greater than nine (9) feet from the floor. For all other cash registers that sell cigarettes, a notice shall be attached which is no smaller than nine (9) square inches, posted in a manner so that it may be readily seen by a person standing at or approaching the cash register. Such notice shall directly face the purchaser and shall not be obstructed from view or placed at a height or no less than four (4) feet or more than nine (9) feet from the floor.
- c. Permit for Location and Sales of Tobacco.
 1. After the effective date of this Regulation, all retailers who are required to hold a state license to sell cigarettes or other tobacco products, will be required to hold and maintain a valid, "Permit for Location and Sales: from the Town of Topsfield for each location at which tobacco products are sold.
 2. After the effective date of this Regulation, The Board of Health of the Town of Topsfield will issue a "Permit for Location and Sales" that will specify the name, address and approved location per the Board of Health of the Town of Topsfield or their designated agent(s) for retailers who sell tobacco products.

3. After receiving the permit, the merchant will receive signs made that state, "Sale of cigarettes or any tobacco products to persons under age eighteen (18) is illegal, M.G.L. Chapter 270, Sections 6 & 7."
 4. The term of the permit shall be one year.
 5. The fee for the one year tobacco retailer's "Permit for Location and Sales" is twenty-five dollars (\$25.00) for each tobacco retail location.
 6. A "Permit for Location and Sales" is non-transferable, except a new permit will be issued to a tobacco retailer who changes locations and pays the required fee.
 7. During such time that a "Permit for Location and Sales" of tobacco products has been suspended for violations of this Regulation, all tobacco products must be removed from the premises. Any person or entity selling any tobacco products without said permit shall be fined according to Section 9 until said permit is reinstated by the Board of Health of the Town of Topsfield or its designed agent(s).
 8. A Tobacco Product Sales Permit shall not be issued to any new applicant for a retail location within 500 feet of a public or private elementary or secondary school as measured by a straight line from the nearest point of the property line of the school to the nearest point of the property line of the site of the applicant's business premises. Applicants who purchase an existing business that holds a current Tobacco Product Sales Permit at the time of the sale of said business may apply, within sixty (60) days of such sale, for the permit held by the Seller if the Buyer intends to sell tobacco products, as defined herein.
 9. Smoking Bar: An establishment that primarily is engaged in the retail sale of tobacco products for consumption by customers on the premises and is required by M.G.L. c. 270, § 22, to maintain a valid permit to operate a smoking bar issued by the Massachusetts Department of Revenue ("MDOR"). "Smoking bar" shall include, but not be limited to, those establishments that are commonly known as "cigar bars" and "hookah bars."
 10. Retail Tobacco Store: An establishment that is not required to possess a retail food permit whose primary purpose is to sell or offer for sale, but not for resale, tobacco products and tobacco paraphernalia, in which the sale of other products is merely incidental, and in which the entry of persons under the minimum legal sales age is prohibited at all times, and maintains a valid permit for the retail sale of tobacco products as required to be issued by the Topsfield Board of Health.
- d. Tobacco Vending Machines. After the effective date of this Regulation, it shall be unlawful to sell or distribute any tobacco product through a cigarette vending

machine or any other device used in the sale or distribution of tobacco products within the town of Topsfield.

- e. **Out-of-Package Sales Prohibited.** No person or entity may sell or cause to be sold, or distribute or cause to be distributed, any cigarette package that contains fewer than twenty (20) cigarettes. Retailers are prohibited from opening any cigarette package to sell or distribute individual cigarettes.
- f. **Self-Service Display Restrictions.** No retailer shall sell or offer for sale tobacco products by means of a self-service display. All humidors including, but not limited to, walk-in humidors must be locked.
- g. **Free Distribution of Tobacco Products.** No retailer shall cause to be distributed any free samples or tobacco products.
- h. **Sales by Employees.** Each retailer shall verify by means of photographic identification containing the bearer's date of birth, that no person purchasing tobacco products is younger than 21 years of age, except that no such verification is required for any purchaser over the age of 26.
- i. **Commercial Roll-Your-Own machines.** All commercial Roll-Your-Own machines are prohibited.

R:1-6.5 Penalties

1. Any person who violates any section of this Regulation may be subject to the following fines and penalties:
 - a. Fifty dollar (\$50.00) fine for the first offense.
 - b. One hundred dollar (\$100.00) fine for the second offense within one (1) year and/or suspension of any license issued by the Board of Health for a period of seven (7) consecutive business days.
 - c. Two hundred dollar (\$200.00) fine for third offense within one (1) year, and for every other offense within one (1) year, and/or suspension of any license issued by the Board of Health for a period of thirty (30) consecutive days.
 - d. Removal of vending machine.
2. The Board of Health of the Town of Topsfield shall provide written notice to the permittee of the intent to suspend a license issued by the Board of Health. The notice shall contain the reasons for the suspension and establish a date and time for the hearing. The date of the hearing shall be no earlier than seven (7) days after the date of said notice. The permittee shall have an opportunity to be heard at such hearing and shall be notified of the Board's decision and reasons in writing.
3. Non-Criminal Disposition

- a. Whoever violates any provision of this Regulation, the violation of which is subject to a specific penalty, may be penalized by the non-criminal method of disposition as provided in General Laws, Chapter 40, Section 21D or by filing a criminal complaint at the appropriate venue.
- b. Each day on which any violation exists shall be deemed a separate offense.
- c. Penalty: \$50.00 fine for first offense
 \$100.00 fine for second offense
 \$200.00 fine for third offense

R1-6.6 Enforcement.

Enforcement of this Regulation shall be implemented by the Board of Health of the Town of Topsfield or its designated agent(s). The designated enforcement officers of these regulations shall be the agents of the Board of Health. Said agents, as an alternative to initiating criminal proceedings, may give to the offender a written notice to appear before the Clerk of the District Court having jurisdiction thereof at any time during office hours, not later than twenty (20) days after the date of such notice. Such notice shall be in triplicate and shall contain the name and address, if known, of the offender, the specific offense charged, and the time and place for his required appearance. Such notice shall be signed by the enforcing person, and shall be signed by the offender whenever practicable in acknowledgement that such notice has been received. The notice shall be served and all procedures followed as set out in said Massachusetts General Laws, Chapter 40, Section 21D, as amended.

Any citizen who desires to register a complaint of non-compliance under the Regulation may do so by contacting the Board of Health of the Town of Topsfield or its designated agent(s).

R:1-6.7 Severability.

If any paragraph or provision of this Regulation is found to be illegal or against public policy or unconstitutional, it shall not affect the legality of any remaining paragraphs or provision being in force.

R:1-6.8 Effective date. This regulation shall take effect on 9/23/09

R:1-6.9 Prohibition of Smoking Bars.

Pursuant to Massachusetts General Laws Chapter 270, Section 22 (j) smoking is hereby prohibited in a smoking bar.

R:1-6.10 Prohibition of Smoking in Retail Tobacco Stores.

Pursuant to Massachusetts General Laws Chapter 270, Section 22 (j) smoking is hereby prohibited in retail tobacco stores.

Revised and adopted by the Board of Health on 4/28/16.

The Board discussed raising the age to purchase cigarettes in Topsfield to 21. Members of the Board were polled on this topic: Ms. Knutsen, Mr. Topping, Mr. Collins and Dr. Guerra expressed support for raising the age to purchase tobacco products from 18 to 21 in the town of Topsfield.

VOTE: Mr. Topping made a motion to raise the age to purchase tobacco products in Topsfield from 18 to 21. Ms. Knutsen seconded and the motion carried in a unanimous vote.

The Board discussed the options regarding tobacco licenses in the town of Topsfield.

VOTE: Mr. Topping made a motion to limit the number of tobacco licenses to four (4). Mr. Collins seconded. Mr. Topping: NO; Ms. Knutsen: YES; Mr. Collins NO; Dr. Guerra: YES. Because the vote ended in a tie, the motion did not carry.

VOTE: Mr. Topping made a motion to approve the updates made to Topsfield R:1-6 Regulations Restricting Youth Access To Tobacco as reflected in the document dated April 28, 2016 distributed at this meeting. Mr. Collins seconded and the motion carried in a unanimous vote.

The Board thanked Mr. Topping for his efforts to review and update these regulations.

The Board instructed Mr. Coulon to draft a letter to each of the current Tobacco permit holders apprising them of the updated regulations. Mr. Coulon responded that he will do so, and he will deliver the letters in person.

The Board instructed Mr. Coulon to draft a short article about the updated Topsfield R:1-6 for the Tri-Town Transcript.

Mr. Coulon informed the Board that he will also include this information in the annual Health Agent Report.

VNA CONTRACT:

Mr. Coulon reported that he has not yet updated the VNA Contract language. This item will be revisited at the May 26, 2016 Board Meeting.

HEALTH AGENT REPORT:

- Mr. Coulon introduced Intern Hayley Byra, a third-year student at the University of Massachusetts/Lowell. Mr. Coulon informed the Board that Ms. Byra has obtained the requisite certification in food safety management to conduct food inspections. Mr. Coulon will be training Ms. Byra to do other inspections including but not limited to pool, camp and beach. He requested that the Board approve her as an Alternate Agent.

VOTE: Mr. Topping made a motion to recommend Hayley Byra as an Alternate Health Agent for assignments to be determined by the Health Agent. Mr. Collins seconded and the motion carried in a unanimous vote.

- Mr. Coulon informed the Board about the following events scheduled at the Topsfield Fairgrounds that will host temporary food vendors requiring inspections: Gem Show, Equine Expo, Tour de Cure.

- Mr. Coulon presented a letter from Ronald T. Beauregard, Tobacco Control Agent, to Gas and Go, 368 Boston Street regarding tobacco sales to a minor. Mr. Coulon informed the Board that Ray Cozzi, owner of Gas and Go has paid the \$100 fine to the Town of Topsfield.

MOSQUITO CONTROL:

The Board Reviewed two documents from NEMMC: Vector Management Plan and Topsfield Best Management Practices.

VOTE: Mr. Topping made a motion to accept the NEMMC Vector Management Plan and Topsfield Best Management Practices for 2016. Mr. Collins seconded and the motion carried in a unanimous vote.

Mr. Collins left the meeting at 9:00 pm.

EMERGENCY PREPAREDNESS:

- Mr. Coulon informed the Board that he and Ms. Knutsen recently attended an LSAC meeting.
- Mr. Coulon will be participating in the MBTA Passenger Train Evacuation Drill in Barnstable, MA hosted by the Massachusetts Department of Transportation on May 14, 2016.
- Mr. Coulon informed the Board that Liisa Jackson will be replacing Arthur Howe III as TRMRC Coordinator.
- Ms. Knutsen informed the Board that she recently attended a two day Education Conference at Ocean Edge Resort in Brewster, MA. She gave the Board a description of the topics covered at the event including Public Health Emergency Preparedness, Active Shooter, MAVEN, Hoarding, and Battling Super Bugs from the Sea. The conference was sponsored by MA Public Health Nurses Association.

MEETING DATES:

The Board approved the following dates for 2016 Board of Health Meetings: June 23, July 28, August 25, September 22, combine October and November to November 3, December 15.

Mr. Topping made a motion to move into Executive Session AT 10:06 PM to discuss a resident health complaint and to adjourn the meeting at the close of Executive Session. Dr. Guerra seconded the motion. Members were polled: Mr. Topping: yes; Dr. Guerra: yes; Ms. Knutsen: yes. The motion carried in a unanimous vote and the Board moved into Executive Session.

The meeting adjourned at 10:30 pm.

Respectfully submitted,
Susan Winslow, Minutes Secretary