

Town of Topsfield Board of Health
Meeting of Thursday, June 23, 2016
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes – June 23, 2016

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, June 23, 2016, at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Sheryl Knutsen RN – Chair; Vincent Guerra MD, Thomas Mannetta. Board Members not present: Joseph Collins ESQ, Gerald Topping PE– Vice Chair.

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
BP4: Budget Period 4	
CDC: Center for Disease Control	MEMA: Massachusetts Emergency Management Agency
CEU: Continuing Education Unit	MRC: Medical Reserve Corps
CEMP: Comprehensive Emergency Management Plan	
COIN: Commonwealth Information Network	
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

Board Chair Sheryl Knutsen called the meeting to order at 7:35 pm.

Hayley Byra update on activities

Intern Hayley Byra gave the Board an update on her recent attendance at the MDPH Orientation to Public Health held at the Tower Hill Botanical Gardens in Boylston, MA. She also gave the Board a description of the MEMA Conference on hurricane preparedness

Emergency Preparedness

Board Chair Sheryl Knutsen has been recognized as the first Region 3 PHEP Coordinator to be fully compliant in BP4 deliverables with her work with the 14 communities which comprise Region 3A. The Board extended congratulations to Ms. Knutsen for this accomplishment. Ms. Knutsen reported that she and Region 3A have been working on an effort to inform local Councils on Aging about ways to contact Senior Citizens and people at risk in the event of an emergency. This is part of the development of a Region 3A COIN, or Community Outreach Information Network.

Monthly Case Review

- 4 Wenham Road:

Mr. Coulon reported on this vacant lot at the corner of Wenham Road and Salem Street in Topsfield. He informed the Board that it is owned by an out-of-town family that is interested in selling it. A local contractor is working with the family to assist in this endeavor, which will be determined after soil testing is completed. Mr. Mannelta informed the Board that he has been contacted by the owners of this property, but he has not engaged in any business with them.

- Rolling Green:

Mr. Coulon informed the Board that 470 Boston Street is slated for development as a 50+ community. He reported that the Board of Health has received the application for soil testing at this location and initial schematics include three proposed septic system sites serving 30 units. Soil testing will be conducted in July and Mr. Coulon predicts 12 deep holes and 6 percolations at a minimum. He also informed the Board that the Conservation Commission is also reviewing this development.

- Appearance before Board of Selectmen:

Mr. Coulon informed the Board that he and Ms. Knutsen appeared in front of the Board of Selectmen on Monday evening, June 20. The Board of Selectmen now require each Department Head to appear with a quarterly report of activities. Mr. Coulon informed the Board that he and Ms. Knutsen put in 8-9 hours of preparation for this meeting in which they gave the Board of Selectmen an overview of TBOH public health mandates. They thanked Susan Winslow for her assistance. Mr. Coulon informed the Board that he brought a hand truck with multiple manuals to give the Board of Selectmen a visual with which to understand the broad scope of Board of Health responsibility. He and Ms. Knutsen also gave members of the Board of Selectmen handouts to accompany Mr. Coulon's presentation. Mr. Coulon informed the Board that the Board of Selectmen asked pertinent questions and he thought the presentation went very well. He will focus on specific areas of public health at future Board of Selectmen appearances.

- Town Hall Renovation:

Mr. Coulon informed the Board that he and Ms. Winslow met with the Architects to review revisions to the Town Hall Renovation plan. Ms. Knutsen added that she and Ms. Winslow had met previously with the Architects, and she expressed concern about the proposed location for the Board of Health office in the basement of the existing town hall. There is concern about mold, mildew and the potential for flooding. There is also concern about the location of groundwater beneath town hall, as the floor of the basement will be dropped down by 2' to accommodate head room in the renovation process. Mr. Coulon informed the Board that the plan presented by the Architects this past week is acceptable, but the process is fluid and changes may still occur. He also informed the Board that the windows in the Auditorium are scheduled to be reinstalled next week.

- BU School of Public Health Activist Lab:

Mr. Coulon and Ms. Knutsen will be attending this event on September 8, 2016

Minutes

VOTE: Dr. Guerra made a motion to accept the May 26, 2016 Minutes. Mr. Mannelta seconded and the motion carried in a unanimous vote.

Health Agent Report

The Board reviewed and approved the FY16 Health Agent report with the following additions to be made by Mr. Coulon: correct MGL citation, addition of additional vaccine reimbursement funds, addition of information being provided by Beverly Salate of the VNA.

VNA Contract

The Board reviewed the amended FY17 VNA Contract.

VOTE: Mr. Mannetta made a motion to accept the VNA contract as amended by John Coulon. Dr. Guerra seconded and the motion carried in a unanimous vote.

Communications

- Mr. Coulon reviewed the Topsfield Water Department Cross Connections Control Program letter.
- Open Meeting Laws and Conflict of Interest forms. The Board reviewed the Open Meeting Laws packet and Summary of the Conflict of Interest Law and signed the requisite forms.
- MaryMac Missions – Mr. Coulon gave the Board a description of MaryMac Missions and Mary MacDonald's efforts to support caregivers of the chronically ill at 202 Haverhill Road.
- Weekly Zika Virus update dated June 22, 2016
- Recycling Works – Getting Started with Food Donation – flyer about workshop
- Weston and Sampson Contract – outlining continuing monitoring responsibilities at the Topsfield landfill site including completing semi-annual reports and water quality testing.

Personnel Review

The Board conducted the annual performance evaluation of the Health Agent.

VOTE: Mr. Mannetta made a motion to adjourn. Ms. Knutsen seconded and the motion carried in a unanimous vote.

The meeting adjourned at 10:32 pm.

Respectfully submitted,
Susan Winslow, Minutes Secretary