

Town of Topsfield Board of Health
Meeting of Thursday, April 23, 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, April 23, 2015 at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: William Hunt ESQ – Chair; Sheryl Knutsen RN – Clerk; Vincent Guerra MD; Joseph Collins ESQ. KimSu Marder – observer from M.S. Nursing Public Policy Class, Tufts University; Wolfgang Herbel – Coffee Roastery; Ellery Dyer – Resident. Others present: John Coulon RS,- Health Agent; Susan Winslow - Minutes Secretary; Richard Gandt - Selectman;

COMMONLY USED 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
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

Chair William Hunt called the meeting to order at 7:40 PM.

APPOINTMENTS:

Wolfgang Herbel – Wholesale Coffee Roastery at 239 Boston Street

Mr. Herbel appeared before the Board to inquire about the process for establishing a wholesale coffee roastery at 239 Boston Street (same building as Petco).

Mr. Coulon gave the Board a description of the workings of a coffee roastery including particulates in the air and potential odor. He described his experience years ago in the Brookline Health Department overseeing compliance for coffee roasteries in that community.

Mr. Coulon referred to the specification sheets provided by Mr. Herbel for the coffee roaster and electrostatic filtration he intends to use and noted that the model is capable of filtering >98% of particulates produced.

Mr. Herbel described his plan for the business, confirming that this will be a wholesale operation only, most likely roasting one day a week, and not a coffee shop. Mr. Coulon informed the Board that this type of business does not need a permit as long as the public is not being served, but would be governed by

Nuisance Regulations. He does not foresee any issues. The Board members had no objections and wished Mr. Herbel success in his business venture.

7 Towne Lane Variance Requests

Mr. Ellery Dyer of 7 Towne Lane appeared before the Board to request two Variances: a property line setback request and the rescission of an existing Title V Bedroom Count Deed Restriction. This system is in failure because the leach field is flooded.

Mr. Dyer gave the Board a description of the history of the septic issues at this address including the moving of the leach field to accommodate the installation of a swimming pool.

The Board discussed the Variance Request. Mr. Hunt informed Mr. Dyer that the Board does not grant variances to allow additional bedrooms for a system repair. Mr. Hunt reminded Mr. Dyer that the existing Title V Bedroom Count Deed Restriction notes that there are 3 bedrooms served by the septic system at this address and the Board will not rescind this Deed Restriction unless there is a new system installed that meets the criteria for a 4-bedroom system.

The Board took no action on these Variance Requests. Mr. Dyer will review his options.

HEALTH AGENT REPORT:

Monthly Case Review

Mr. Coulon informed the Board about a recent complaint he received from a resident alleging that she and her husband contracted foodborne illness from a local restaurant. Mr. Coulon presented the Board with the emails with names redacted, and explained that MDPH considers two people in the same household eating the same food product does not constitute an outbreak of foodborne illness. Mr. Coulon showed the Board the standard DPH case sheet and gave a review of the investigation protocol. He informed the Board that he was at the State Laboratory for another issue, so he was able to meet with a State Investigator and enter the complaint information directly into MAVEN.

Mr. Coulon informed the Board that he conducted an inspection of the restaurant named in the complaint and found nothing to indicate infractions that would lead to foodborne illness. He noted four violations which were immediately corrected by the restaurant owner. Mr. Coulon followed up to verify compliance. He informed the Board that the investigation includes a 72 hour history of the complainant's food intake because the most common food-borne pathogens vary in their incubation time.

Mr. Coulon gave the Board a description of MAVEN and their ability to trace events such as foodborne illness across town borders.

Emergency Preparedness

Mr. Coulon reported that July 1, 2015 represents the date when the state will change to HMCCs incorporating all five Public Health coalitions in Essex County as one entity.

TRMRC Activities include the special Open Gym Night on May 16 with attendance estimated in the hundreds, as the evening is open to sixth graders moving up to the Junior High. TRMRC volunteers are in attendance to offer First Aid if needed. TRMRC Coordinator Arthur Howe has scheduled CPR trainings at the Georgetown Fire Station in May. The classes will be co-taught by John Coulon and will be offered for medical personnel as well as non-medical personnel, free of charge to MRC members.

Geothermal Wells

Mr. Coulon informed the Board that the Board of Health received an application for a Geothermal Well at 92 Parsonage Lane. He gave the Board a description of Geothermal Wells, including the fact that the well is sealed after the system is in place, creating a closed system so there is no option of tapping into the well for potable drinking water. There is currently no regulation or permit fee for a Geothermal well, and Mr. Coulon asked the Board for direction. The Board tabled this issue for further discussion.

MINUTES:

VOTE: Dr. Guerra made a motion to accept the March 26, 2015 Minutes as written. Ms. Knutsen seconded and the motion carried in a unanimous vote.

NEW BUSINESS:

Release of Contracts:

Mr. Coulon informed the Board that the following projects are complete and asked the Board to vote to release unused funds still held by the town for the purpose of septic design and installation peer review: New Meadows, The Commons and English Commons.

VOTE: Ms. Knutsen made a motion to release unused funds held by the town of Topsfield for the purpose of septic design and installation peer review for completed projects New Meadows, The Commons and English Commons. Dr. Guerra seconded and the motion carried in a unanimous vote.

Mutual of America Award

Mr. Coulon informed the Board that the Topsfield Board of Health was recognized with the Community Partnership Award from Mutual of America. Dr. Guerra represented the Board at the luncheon and received the award for the Board. Mr. Gandt will announce the award to the Selectmen at their next meeting.

OLD BUSINESS:

NPI Number

Mr. Gandt explained that Mr. Coulon may request a funds transfer at Town Meeting to cover the \$553 expense to revalidate the town's NPI number. This fee was assessed to randomly selected municipalities across the nation as the roll out for Medicare's plan to eventually charge every municipality requesting reimbursement for flu vaccine administration. The fee is to be paid once every ten years. The Board instructed Mr. Coulon to meet with Town Manager Kellie Hebert to facilitate payment.

COMMUNICATIONS:

Letter of Resignation

Mr. Hunt informed the Board that he has tendered his resignation from the Topsfield Board of Health effective after the July 1, 2015 meeting. The Board expressed gratitude for Mr. Hunt's valuable service and expressed regret that he is leaving.

VOTE: Ms. Knutsen made a motion to adjourn at 10:10 pm. Dr. Guerra seconded and the motion carried in a unanimous vote.

Respectfully submitted, Susan Winslow, Minutes Secretary