

Town of Topsfield Board of Health
Meeting of Thursday, January 26, 2017
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes – January 26, 2017

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, January 26, 2017, at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members in Attendance: Chair Sheryl Knutsen RN; Vice Chair Gerald Topping PE; Vince Guerra MD; Thomas Mannetta CE; Joseph Collins Esq.
Others in Attendance: John Coulon RS, Health Agent; Meredith Shaw, Tri-Town Council; Laura O'Connor, Tri-Town Council; Susan Winslow, Minutes Secretary.

COMMONLY USED ABBREVIATIONS:

BOH: Board of Health	MAVEN: Massachusetts Virtual Epidemiology Network
BOS: Board of Selectmen	MDEP: Massachusetts Department of Environmental Protection
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	
	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	RS: Registered Sanitarian
HHS: Health and Human Services	SAS: Soil Absorption System
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 7:33 pm.

MINUTES:

VOTE: Dr. Guerra made a motion to accept the December 15, 2016 minutes with one edit. Mr. Mannetta seconded and the motion carried in a unanimous vote.

PEIRCE FARM – 116 Boston Street

Health Agent John Coulon gave the Board an update on the installation of an alarm in the septic tank that is currently used as a tight tank. The tank alarm has been installed and Mr. Coulon conducted an inspection. Sean Ward has complied with the Board of Health conditions approved at the December 15, 2016 Board of Health Meeting Minutes for the monthly renewal of his Food Permit. The effective date of the permit is to be

January 26, 2017 and to expire at the next Board of Health meeting on February 23, 2017. The Board of Health received the required monthly update letter from Mr. Ward and pumping records for the tank. Mr. Coulon requested that the Board empower him to approve or deny the Peirce Farm Food Permit in the event that a Monthly Board of Health Meeting is cancelled.

VOTE: Mr. Topping made a motion to renew the Food Permit for Peirce Farm until the next Board of Health Meeting on February 23, 2017. Mr. Collins seconded and the motion carried in a unanimous vote.

VOTE: Mr. Topping made a motion to empower the Health Agent to approve or deny the Food Permit for Peirce Farm until the next scheduled Board of Health meeting in the event a Meeting is cancelled. Mr. Mannelta seconded and the motion carried in a unanimous vote.

APPOINTMENTS:

Meredith Shaw and Laura O'Connor, Tri-Town Council

Meredith Shaw and Laura O'Connor from the Tri-Town Council presented a request to the Board of Health to sponsor a Warrant Article proposing a moratorium on Recreational Marijuana Sales in Topsfield. They distributed a document with information from the 2017-2018 Legislative Session pertaining to recreational marijuana. A discussion ensued. Health Agent John Coulon and Chair Sheryl Knutsen distributed brochures from the Healthy Streets Program on "Fentanyl," "Narcan," and "Preparing young children for a healthy, drug free future". The Board determined this issue is not under their purview. The Board took no action on this item.

MONTHLY CASE REVIEW:

Mr. Coulon conducted an inspection of Osteria Peppino Pizzeria in preparation for their application for a Common Victualler's License. He found numerous items out of compliance and he will be returning for a follow up inspection.

APPOINTMENT OF MARY E. WILLIS AS BURIAL AGENT:

VOTE: Mr. Topping made a motion to appoint Assistant Town Clerk Mary E. Willis as Topsfield Burial Agent. Mr. Collins seconded and the motion carried in a unanimous vote.

HEALTH AGENT REPORT:

TRMRC and Emergency Preparedness

Mr. Coulon reported that and Ms. Knutsen continue to attend meetings. There was no news to report.

Topsfield Garden Club Grow Spring! EXPO

Health Agent John Coulon informed the Board that Martha Morrison, President of the Topsfield Garden Club asked him to inquire if the Board of Health would waive or reduce the food permit fees for vendors at this year's EXPO on March 18, 2017.

VOTE: Mr. Collins made a motion that this topic be tabled until a representative of the Topsfield Garden Club appears at a Topsfield Board of Health Meeting. Mr. Mannelta seconded and the motion carried in a unanimous vote.

Project Narrative – Site Plan Review- Topsfield Water Treatment Plant

Mr. Coulon presented the proposed plan for the Water Treatment Plant at 279 Boston Street.

Semi-Annual Environmental Monitoring Report

Mr. Coulon presented the fall, 2016 Environmental Monitoring Report for the Topsfield Sanitary Landfill, also known as Pye Brook Park.

CORRESPONDENCE:

D.E.P. Response to Andrews Farm Water Company Emergency Order

Thank you letter published in Tri-Town Transcript regarding Holiday On the Green

Mr. Topping made a motion to adjourn at 10:28 pm. Dr. Guerra seconded and the motion carried in a unanimous vote.

Respectfully submitted,

Susan Winslow

Minutes Secretary

Documents included in this meeting:

1. Agenda
2. Minutes of December 15, 2016 Board of Health Meeting
3. Flyer titled "Fentanyl"
4. Flyer titled "Narcan"
5. Brochure titled "Preparing young children for a health, drug-free future."
6. Tri-Town Coalition hand-out
7. Letter from Peirce Farm
8. Letter from DEP regarding Andrews Farm Water Company
9. Project Narrative – Site Plan Review – Topsfield Water Treatment Plant at 279 Boston Street
10. Fall 2016 Environmental Monitoring Report for the Topsfield Sanitary Landfill
11. Copy of letter to Tri-Town Transcript regarding Topsfield Holiday On the Green.

Pursuant to the "Open Meeting Law," G.L. 39, §23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.

Approved at the 2/23/17 Board of Health Meeting