

Town of Topsfield Board of Health  
Meeting of Thursday, September 21, 2017  
Town Hall Offices, 461 Boston Street, Suite E-6, Topsfield, MA 01983

Meeting Minutes – September 21, 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, September 21, 2017, at 7:30 pm in the Conference Room of Topsfield Town Hall Offices.

Board of Health Members in Attendance: Chair Sheryl Knutsen RN; Vice Chair Gerry Topping PE, Vince Guerra MD and Thomas Mannetta CE.

Others in Attendance: John Coulon RS, Health Agent and Selectman Richard Gandt.

**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	
DPH: Department of Public Health	NEMMC: Northeast Massachusetts Mosquito Control
EDS: Emergency Dispensing Site	PE: Professional Engineer
ESHW: Estimated Seasonal High Water Table	PHEP: Public Health Emergency Preparedness
EP: Emergency Preparedness	POD: Point Of Dispensing
FDA: Food & Drug Administration	RN: Registered Nurse
HHS: Health and Human Services	RS: Registered Sanitarian
HMCC: Health & Medical Coordinating Coalition	SAS: Soil Absorption System
LSAC: Local State Advisory Committee	TBOH: Topsfield Board of Health
MDPH Mass. Dept. of Public Health	TRMRC: Topsfield Regional Medical Reserve Corps
	VNA: Visiting Nurse Association

Board Chair Sheryl Knutsen called the meeting to order at 7:38 pm.

**APPOINTMENTS**

There were no appointments scheduled.

**NEW BUSINESS**

**HEALTH AGENT REPORT**

Health Agent John Coulon reported the following:

- PHEP 3A Coalition Planner Interviews will start October 3, 2017.
- Report on Fair preparations. Data still arriving on food vendors.
- Proposed development of 12 lot residential subdivision at 333 Perkins Row. Board reviewed Preliminary Plan.

- Review of proposed meeting dates for remainder of Fiscal Year 2018

## **OLD BUSINESS**

### **Peirce Farm Food Permit**

Health Agent John Coulon gave the Board an update on the installation of the septic system and reported that the Board had received the required monthly update letter from Mr. Ward as well as pumping records for the tank. Mr. Topping made a motion to renew the Food Establishment Permit for Peirce Farm until the next Board of Health Meeting on October 26, 2017. Seconded by Dr. Guerra, so voted 4-0.

## **ADJOURN**

Mr. Topping made a motion to adjourn at 9:35 PM. Seconded by Dr. Guerra, so voted 4-0.

## **DOCUMENTS**

1. Agenda
2. Document, "BOH Proposed Meeting Dates for the Remainder of Fiscal 2018"
3. VNA Care Fiscal Year 2016 Third Quarter Report
4. Letter from Peirce Farm
5. Pumping Record from Peirce Farm

Minutes were accepted as written at the March 1, 2018 Board of Selectmen Meeting.

Pursuant to the 'Open Meeting Law, G.L. c. 30A, §18-25, 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.
---