



**BOARD OF HEALTH
Topsfield Town Offices
461 Boston Street, Suite E-6, Topsfield**

**Minutes of Thursday, March 1, 2018
7:30 PM**

Board Members present were Chairman Sheryl Knutsen, Vice-Chair Gerry Topping PE, Thomas Mannetta CE, and Vincent Guerra MD. Board of Health Agent John Coulon and Senior Administrative Assistant/Recording Secretary Susan Winslow were in attendance.

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
ESHWT: 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

CALL TO ORDER

Chair Sheryl Knutsen called the meeting to order at 7:30 PM.

ANNOUNCEMENTS

Chair Sheryl Knutsen made the following announcement, "At the conclusion of Open Session, the Board will enter into Executive Session under Exemption #2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. The Board will not return to Open Session."

HEALTH AGENT REPORT

Mosquito Spray Exclusion Mr. Coulon informed the Board that the process to request exclusion from wide-area application Mosquito Spraying has changed. To request exclusion, residents are no longer required to send a certified letter of request to the Town Clerk before March 1. The process is now handled through the Massachusetts Department of Agricultural Resources (MDAR) through their exemption letter template or on-line portal. Requests will be processed within 14 days of receipt and are good until December 31 of the calendar year. There are no exclusions for public property. Mr. Coulon led the Board through a review of each item in the document, "Exclusions from Wide Area Pesticides Application Frequently Asked

Questions". Mr. Coulon informed the Board that a link to this information is on the front page of the Town Website and on the "Mosquito" page of the Board of Health web pages.

Topsfield Mosquito Control Program Mr. Coulon reviewed the District Vector Management Program and Topsfield Best Management Plan for 2018. Mr. Coulon explained that the \$44,775.58 cost of the Topsfield program is funded from the "Cherry Sheet". The Board discussed the mosquito and tick populations in Topsfield. Chair Sheryl Knutsen recommended that Board Members read 'The Coming Plague'.

VOTE: Mr. Topping made a motion that the Meeting Minutes of March 1, 2018 reflect the Board's acceptance of the 2018 District Vector Management Plan and 2018 Best Management Practice Plan - Topsfield from the Commonwealth of Massachusetts State Reclamation and Mosquito Control Board and find it consistent with previous similar documents. Seconded by Dr. Guerra, so voted 4-0.

MEETING MINUTES

January 18, 2018 Minutes: Mr. Mannelta asked if there had been abutter notification regarding the Variance Request at 20 Andrews Road, referenced in the January 18, 2018 Meeting Minutes. The Health Agent and Chair Sheryl Knutsen related that the DEP Title V Regulations had been reviewed at that meeting and it had been determined that there was no requirement for such action. Mr. Coulon referred to the DEP Title V Regulations again and confirmed that there was no requirement for abutter notification for that Agenda Item. Mr. Mannelta suggested that all future Variance Requests that might affect a neighbor should include abutter notification via certified mail.

VOTE: Mr. Topping made a motion to approve the Meeting Minutes of September 1, 2017, October 26, 2017 and January 18, 2018 as amended. Seconded by Mr. Mannelta, so voted 4-0.

OTHER BUSINESS

Peirce Farm: Mr. Mannelta informed the Board that he recently saw a frost blanket blown off the leach field at Peirce Farm, 116 Boston Street. He also questioned if the sand had been placed on the leach field at the required depth as noted in the January 18, 2018 Meeting Minutes. Mr. Coulon responded that he had witnessed the required sand depth in place on the leach field and he had visited the site earlier that day and observed the sand cover repaired.

Gas N Go Tobacco Violation

Mr. Coulon informed the Board that a recent compliance check at Gas N Go, conducted by Ron Beauregard, Director of the Healthy Communities Tobacco Control Program, resulted in a Notice of Citation for the sale of tobacco products to a Minor. Gas N Go was issued a citation for a noncriminal fine in the amount of \$50.00.

Mr. Coulon explained that, while this is not the first such offence by Gas N Go, it is the first in this calendar year, so it is treated as a first offence per the Topsfield Regulation (R:1-6).

Country Farms

The Health Agent informed the Board that on two occasions, residents have requested his intervention to remove the display for male enhancement products at Country Farms, 20 Main Street, because it is easily viewed by children. Mr. Coulon responded that this type of complaint does not fall under the purview of the Board of Health, and he suggested to the residents that they approach the store owner directly.

Gun Safety Letter Health Agent John Coulon explained that the Gun Safety Letter originated from Sharon Cameron, Director of the Peabody Health Department, and has been distributed to local Boards of Health

for review and signatures. Board Members reviewed the draft letter and were unanimous in their decision to sign a final copy of the letter. The Board thanked Chair Sheryl Knutsen and Board Member Dr. Vince Guerra for their efforts with this Public Health issue and their involvement with Hands Up for Gun Safety (HUGS).

Cannabis: Chair Sheryl Knutsen attended the recent Public Forum in Topsfield on Marijuana. Mr. Coulon informed the Board that the MA Cannabis Control Commission has requested further postponement of promulgation of regulations related to recreational marijuana. At present, local Boards of Health have no regulatory authority over medical or recreational marijuana. Chair Sheryl Knutsen and Dr. Guerra discussed participating in the MAHB Medical and Recreational Marijuana Forum on March 27, 2018 via webcast.

Green Meadow Farm Medical Marijuana Grow Operation: Mr. Coulon informed the Board that he met with Robert Patton, owner of Green Meadow Farm on Asbury Street, on Monday, February 26, 2018. The Pattons are considering cultivating 3 acres of medical marijuana at their farm. Mr. Coulon informed the Board of Mr. Patton's intention to attend the March 22, 2018 Board of Health meeting.

Time Periods for Agenda Items: Mr. Topping suggested that Agenda Items be given a time limit for future meetings. The Board voiced their approval.

Open Space and Recreation Plan Update: The Board reviewed a draft passage related to the Board of Health written by Open Space Committee Chairman Joe Geller for the 2018 Open Space and Recreation Plan. The Board determined that there were a number of factual errors in the passage. The Board unanimously agreed that Mr. Topping will review the Open Space and Recreation Plan and draft the Board of Health language.

Annual Report: The Board approved the FY17 Annual Report for the Board of Health with a suggestion to add 'Gun Safety' to 'A to Z List of Topsfield Public Health' and to add logos and websites where appropriate in the body copy of the Report.

EXECUTIVE SESSION

VOTE: Mr. Topping made a motion to enter into Executive Session under Exemption #2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. The Board will not return to Open Session. Seconded by Dr. Guerra.

Roll call vote:

Knutsen:	Yes
Topping:	Yes
Mannetta:	Yes
Guerra:	Yes

So voted, 4-0. The Board entered into Executive Session at 10:05 PM.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Document, "Exclusions from Wide Area Pesticides Applications Frequently Asked Questions"
3. Commonwealth of Massachusetts State Reclamation and Mosquito Control Board Vector Management Plan
3. Commonwealth of Massachusetts State Reclamation and Mosquito Control Board 2018 Best Management Practice Plan – Topsfield
4. Notice of Citation – Tobacco Sale to a Minor and Notice of Board of Health Meeting to Gas N Go, 368 Boston Street, dated February 22, 2018
5. Gun Safety Letter
6. Press Release for MAHB Draft Cannabis Control Regulations Workshop
7. Registration Information for March 27, 2018 MAHB Cannabis Control Cannabis Workshop
8. Grow Spring! EXPO flyer
9. Draft Meeting Minutes for September 21, 2017
10. Draft Meeting Minutes for October 26, 2017
11. Draft Meeting Minutes for January 18, 2018
12. Fiscal Year 2017 Board of Health Annual Report

These Minutes were accepted at the April 26, 2018 Board of Health 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.