



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

**Minutes of Thursday, June 7, 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.

Also in attendance were prospective Board Member Anthony J. Alley and resident Kim Daly.

**COMMONLY USED ABBREVIATIONS:**

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

CDC: Center for Disease Control

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Commonwealth Information Network

DPH: Department of Public Health

EDS: Emergency Dispensing Site

ESHWT: Estimated Seasonal High Water Table

EP: Emergency Preparedness

FDA: Food & Drug Administration

HHS: Health and Human Services

HMCC: Health & Medical Coordinating Coalition

LSAC: Local State Advisory Committee

MDPH Mass. Dept. of Public Health

MAVEN: Massachusetts Virtual Epidemiology Network

MDEP: Massachusetts Department of Environmental  
Protection

MEMA: Massachusetts Emergency Management Agency

MRC: Medical Reserve Corps

NEMMC: Northeast Massachusetts Mosquito Control

PE: Professional Engineer

PHEP: Public Health Emergency Preparedness

POD: Point Of Dispensing

RN: Registered Nurse

RS: Registered Sanitarian

SAS: Soil Absorption System

TBOH: Topsfield Board of Health

TRMRC: Topsfield Regional Medical Reserve Corps

VNA: Visiting Nurse Association

**CALL TO ORDER**

Chair Sheryl Knutsen called the meeting to order at 7:34 PM. Chair Knutsen announced that some of the Agenda items would be taken out of order.

**APPOINTMENTS**

There were no appointments scheduled for this meeting.

**NEW BUSINESS**

List of Dates for FY19 Board Meetings

The Board discussed and agreed upon the following Meeting dates: June 28, 2018; July 26, 2018; August 23, 2018; September 20, 2018; October 25, 2018; November 29, 2018; December 27, 2018; January 24, 2019; February 28, 2019; March 28, 2019; April 25, 2019; May 23, 2019; June 27, 2019.

Introduction of Prospective Board Member Anthony J. Alley

Mr. Coulon introduced Mr. Alley, a 9-year resident of Topsfield. Mr. Alley has a BSN from UMass/Boston 2011; MSN UMass/Amherst 2015 and a Certificate of Clinical Ethics from Harvard University School of Medicine 2013. He is a DNP (Doctor of Nursing Practice) student at Chamberlain University, anticipated graduation in May 2020.

**VOTE:** *Mr. Topping made a motion to recommend the appointment of Anthony J. Alley to the Board of Health. Seconded by Mr. Mannetta, so voted 4-0.*

Members thanked Mr. Alley for his willingness to serve the Town on this Board. This request will go before the Selectmen with an Appointment Request at the June 25, 2018 Board of Selectmen Meeting.

Authorized Signatures

The Board reviewed and signed the Authorized Signature form for submission to the Town Accountant. All Board Members have been authorized as signatories for the Board of Health.

Visiting Nurse Association Contract

The Board reviewed the Visiting Nurse Association (VNA) Contract for Fiscal Year 2019. There were no changes in services or fees.

**VOTE:** *Mr. Topping made a motion to approve the FY19 Visiting Nurse Association Contract. Seconded by Dr. Guerra, so voted 4-0.*

19 Wilmor Road DEP Violation Notice

Health Agent John Coulon gave the Board an update on landfill monitoring by Weston and Sampson since the landfill closure, including semi-annual sampling of well water at residential addresses on Wilmor Road. A recent sampling of potable water at 19 Wilmor Road resulted in an exceedance of lead, similar to a finding at that location on a prior occasion. No other homes on Wilmor Road exhibited a similar finding, and the suspicion is that lead solder may have been used in old plumbing at 19 Wilmor Road. Mr. Coulon has visited the home and reported that the homeowner does not wish to conduct further testing.

Healthy Communities Tobacco Control Program Shortfall in FY19 Budget

Mr. Coulon informed the Board that Ron Beauregard from the Healthy Communities Tobacco Control Program announced that due to budget cutbacks in the MA Tobacco Control Program, the Program will experience a budget shortfall in FY19. Topsfield is a member of an 18-municipality coalition, and the coalition voted to invoice municipalities based on the number of Tobacco vendors to cover this shortfall in FY19. The FY19 invoice for Topsfield is \$76.78.

**VOTE:** *Mr. Topping made a motion to pay the invoice for \$76.78 for the Healthy Communities Tobacco Control Program for Fiscal Year 2019. Seconded by Mr. Mannetta, so voted 4-0.*

Draft Complaint Intake Form

Mr. Coulon and Chair Sheryl Knutsen presented the Draft Board of Health Complaint Intake Form. The Board discussed the merits of establishing written documentation of complaints beyond the existing Excel spreadsheet.

**VOTE:** *Mr. Topping made a motion to approve the use of the Board of Health Complaint Intake Form as submitted, to be posted on the Board of Health website with directions, and to be able to update the Complaint Intake Form as becomes evident in the future. Seconded by Mr. Mannetta, so voted 4-0.*

The Board requested that Mr. Coulon add a standing item to the General Monthly report to update the Board on any complaints received.

Topsfield Village Shopping Center (TVSC) Status Update

Mr. Coulon informed the Board that the catch basin in the parking lot has been repaired. Although Mr. Coulon engaged TVSC owner Peter Flomp in the effort to expedite the repair, he reported that this is outside the scope of Public Health. Mr. Coulon reported that he continues to make observations at the Shopping Center three to five times a week. He distributed photographs submitted to the Board of Health by resident Gretchen Rehak and referenced her email to him dated June 4, 2018. Mr. Coulon reported that he continues to monitor the Shopping Center for any signs of vermin, droppings, burrows, chewing, shredding or dragging of trash, issues with grease barrels or dumpsters or standing water of the type that encourages mosquito breeding and he has not viewed anything that indicates a Board of Health violation. Chair Sheryl Knutsen indicated that Nuisance issues, which fall under the purview of the Board of Health, differ from Litter regulations which are enforced by the Police Department. Ms. Knutsen read Topsfield By-law Chapter L11 Litter By-Law into the record as follows:

*No person shall throw, discard, deposit, or abandon upon any public way or other property owned by the Town or on the property of another any litter, except in a designated waste receptacle or as may otherwise be directed by the Town or the property owner. For purposes of this bylaw, the term "litter" shall include but is not limited to: paper wrappers; paper bags; paper towels or napkins; paper or plastic cups; cup lids, skins and containers; and any other items that would be considered trash. Enforcement: the provisions of this bylaw may be enforced by any Police Officer of the Town of Topsfield, by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to MGL c. 40 § 21D. Each day a violation exists shall constitute a separate offense. For the First Offense: \$50. Second and each subsequent offense: \$100 (Article 31 5/5/2009)*

Mr. Coulon will continue to monitor the Village Shopping Center.

Chair Sheryl Knutsen opened the floor for any public comment or questions regarding the TVSC. Resident Kim Daly informed the Board that she was in attendance at the meeting to represent Ms. Rehak, but she did not have any questions or comments.

**HEALTH AGENT REPORT**

Beaver Issue at Rail Trail

Mr. Coulon reported on an ongoing beaver mitigation effort near Route 1 and the Rail Trail. Beaver activity caused flooding of the rail trail during Memorial Day Weekend. Mr. Coulon has worked with Conservation Agent Heidi Gaffney, Selectman Richard Gandt and Rail Trail Committee Chair Joseph Geller to address the issue. Mr. Coulon issued a 10-Day Beaver Trapping permit. Beaver dams have repeatedly threatened residential and commercial properties in this area: Boston St. x Central St. x Summer St. x Pemberton Lane.

Connemara House Migrant Farm Workers

Mr. Coulon referred the Board to a letter dated May 4, 2018 from the MDPH Bureau of Environmental Health Community Sanitation Program informing Connemara House Farm Owner Mr. William Guinee that the bunkhouse for migrant workers at Connemara House Farm on Rowley Bridge Road passed the State inspection.

Complaint about Bulldozer

Mr. Coulon informed the Board that Mr. Ray Petrello, 94 Washington Street, came into the Board of Health office to complain about a bulldozer that has been left on a construction site at the corner of Kinsman Lane and Washington Street across the street from his house. Mr. Coulon deemed this to be "Not Of Public Health Significance".

Emergency Preparedness

Mr. Coulon informed the Board that the Town is moving closer toward developing a cooperative agreement with Masconomet Regional High School for a Topsfield/Boxford/Middleton emergency POD to be activated in the event of a public health emergency requiring the mass dispensing of medicine.

Public Health Training Course

Mr. Coulon directed the Board to a handout in their packets about the Coalition for Local Public Health free Local Board of Health Orientation seminar on June 19, 2018 in Devens, MA.

New Town Hall Offices

Mr. Coulon presented the proposed layout of the Land Use office space at the new Town Hall Addition. Mr. Coulon expressed his concern about the proposed file storage in a different area of Town Hall from the Land Use office space.

Retirement

Mr. Coulon informed the Board that he may retire on May 17, 2019.

8 West Common Street

Mr. Coulon informed the Board that the septic system for the Town Hall Offices at 8 West Common Street has been completed. Mr. Coulon has also been advising with the design of the kitchen facilities at Town Hall.

**MEETING MINUTES**

VOTE: Mr. Topping made a motion to accept the April 26, 2018 Meeting Minutes as written. Seconded by Dr. Guerra, so voted 4-0.

**CORRESPONDENCE**

The Board reviewed the following Correspondence:

- VNA Local Board of Health Count – Events Per Disease and Classification in Jurisdiction Report spanning January 1, 2018 – June 5, 2018
- Letter from ATC regarding 368 Boston Street
- MDEP Revised total Coliform Violation Notice of Non Compliance to Topsfield Water Department
- All State Abatement Professionals, Inc. Letter dated May 14, 2018 regarding Asbestos Abatement at Town Hall, 8 West Common Street and MDEP Asbestos Notification form.

**ADJOURN**

Mr. Topping made a motion to adjourn at 10:00 pm. Seconded by Mr. Mannetta, so voted 4-0.

The meeting adjourned at 10:00 pm.

Respectfully submitted,  
Susan Winslow  
Recording Secretary

**DOCUMENTS**

1. Agenda
2. List of Dates for FY Board of Health Meetings
3. Town of Topsfield Board of Selectmen Committee, Board of Commission Volunteer Form for Anthony J. Alley
4. Authorized Signatures for Payroll & Vendor Warrants document and Signature Authorization

## TBOH Regular Meeting Minutes – 6/7/2018

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5. MGL Ch41, §41 Payment of Compensation; Oath
6. MGL Ch41, §56 Warrants for Payments of Bills
7. Board of Selectmen Recommendation Request for Renewal of VNA Contract for Fiscal Year 2019
8. Fiscal Year 2019 VNA Contract
9. MDEP Notice of Responsibility re: 19 Wilmor Road
10. Invoice #01 from Healthy Communities Tobacco Control Program for \$76.79
11. Email from John Coulon dated May 31, 2018
12. Draft Copy of Board of Health Complaint Intake and Report form
13. Topsfield Chapter LII – Litter By-law
14. Email from Sheryl Knutsen dated June 6, 2018
15. Email from Gretchen Rehak dated June 4, 2018
16. Email from Gretchen Rehak dated April 9, 2018
17. Photos from Gretchen Rehak pertaining to TVSC
18. Draft Minutes for April 26, 2018 Board of Health Meeting
19. Email from Sue Winslow dated 5/21/18
20. MDEP Bureau of Environmental Health Community Sanitation Program re: Connemara House Farm
21. LBOH Count – Events Per Disease and Classification in Jurisdiction from the VNA
22. Letter dated May 31, 2018 from ATC
23. MDEP Revised Total Coliform Violation Notice of Non Compliance
24. All State Abatement Professionals letter dated May 14, 2018
25. MDEP form BWP AQ 04 (ANF-001) Asbestos Notification Form for 8 West Common Street
26. Flyer from the Coalition for Local Public Health (CLPH) for Local Public Health Orientation Training on June 19, 2018

*These Minutes were accepted at the July 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.