



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

Minutes of Thursday, July 26, 2018
7:30 PM

Board Members present were Chairman Sheryl Knutsen RN, Thomas Mannetta CE, and Vincent Guerra MD. Vice Chairman Gerald Topping PE and Board Member Anthony Alley MSN were not in attendance. Health Agent John Coulon RS and Senior Administrative Assistant/ Recording Secretary Susan Winslow were in attendance. Selectman Richard Gandt and VNA Preventative Health Nurse Joan Fitzpatrick RN were in attendance.

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

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

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

CALL TO ORDER

Chair Sheryl Knutsen called the meeting to order at 7:32 PM

MEETING MINUTES

The Meeting Minutes of 6/7/2018 were reviewed.

VOTE: Mr. Mannetta made a motion to accept the Meeting Minutes from the 6/7/2018 Board of Health Meeting as written. Seconded by Dr. Guerra, so voted 3-0.

APPOINTMENTS

"Say Boo to the Flu"

Joan Fitzpatrick from the VNA informed the Board that the VNA has been given a grant by Clorox to fund a Flu Vaccine Clinic for school children up through high school age. The specific date and location are still to

be determined, but the event will take place October, 2018. This program is geared toward increasing immunizations in children. Ms. Knutsen suggested that a Flu Vaccine Clinic for children should include professionals who are trained in pediatrics and people who have experience dealing with children in this type of setting. Health Agent John Coulon will contact School Superintendent Scott Morrison to ask if this may be placed on the Agenda for the August 22, 2018 School Readiness Meeting. Ms. Fitzpatrick also reviewed the VNA FY18 Fourth Quarter Report with the Board. The Board thanked Ms. Fitzpatrick for VNA for her presentation.

NEW BUSINESS

Renewal of UMass Medical School / Commonwealth Medicine Agreement

Mr. Coulon informed the Board that this Agreement renews automatically each year unless either party terminates the contract. Mr. Coulon explained that Commonwealth Medicine handles Flu Vaccine reimbursement to the Town from private insurance companies and Medicare. Commonwealth Medicine takes 10% from the reimbursements as their fee. Mr. Coulon informed the Board that all costs related to Flu Vaccine Clinic are borne by the Board of Health, and all reimbursements go to the Town's General Fund. Mr. Coulon pointed out that Flu Vaccine Clinics are an important service to the Community while allowing personnel to maintain readiness in the event of a Public Health emergency.

VOTE: Mr. Mannetta made a motion to support the continuation of the U Mass Medical School / Commonwealth Medicine Contract through Fiscal Year 2019. Seconded by Dr. Guerra, so voted 3-0.

HEALTH AGENT REPORT

Grand Jury Duty

Mr. Coulon will be on Grand Jury Duty three days a week until September 27, 2018 while continuing his duties as Health Agent on Tuesdays, Fridays and weekends. Mr. Coulon thanked Mr. Mannetta for volunteering his time to assist with septic installation inspections.

Hood's Pond Well

Attempts to repair the well at Hood's Pond by Charles W. Rollins Well Drilling Company have been unsuccessful. The Hood Pond Association is taking remedial actions while preparing for a new well. Portable toilets and hand sanitizer have been installed. Mr. Coulon will continue to monitor the situation.

Beaver Mitigation

There have been no recent Beaver Mitigation permits issued recently.

Emergency Preparedness

Mr. Coulon informed the Board that Region 3 (Northeastern Massachusetts) no longer has a fiscal host or contracts. The Region 3 Coordinator has resigned and MDPH has declared fiscal host IIGL unviable because they were not meeting benchmarks. An Emergency Contract will go into effect to find a new Region 3 Coordinator, but if no-one is chosen the State will choose someone to take over the situation.

Monthly Case Review

On Thursday, July 26, 2018, an email came in through the Town website from Linda Lord, 5 Thompson Lane, regarding a friend's dog that was allegedly so bloated and dehydrated upon release from Bare Hill Kennels, it had to be euthanized. Ms. Lord wants someone to investigate the license and conditions at the kennel. Ms. Winslow forwarded the email to Health Agent John Coulon, Animal Inspector Peter Mulholland and Animal Control Officer Carol Laroque. Mr. Coulon informed the Board that he will follow up with Zoning Enforcement Officer Glenn Clohecy in the next week.

PermitLink Software

In the next two weeks, Inspectional Services will be moving forward with software that allows for the submittal of permit applications on-line. The Board of Health and Conservation Commission are to follow within the next few months. Although permit applications may be completed online with this software,

payment must still be made in person or by mail, as the online payment option will not be utilized at this time. Contractors may complete applications remotely or the Town will be installing a computer terminal for contractors to use outside the Land Use offices.

Town Hall Open House

There will be an Open House at the renovated Town Hall on October 20 from 10 am – 2 pm. Martha Sanders has volunteered to coordinate the food for the event. Ms. Sanders has catering experience and held a catering license in the Town for many years.

Complaint Update

On July 16, 2018 a resident from 2 Proctor Drive called the Board of Health office because he found 3 bats in his family room. Two bats were dead; one still alive. Ms. Winslow contacted Mr. Coulon who directed her to contact Animal Inspector Peter Mulholland. Mr. Mulholland responded and all three bats were sent to the MDPH State Laboratory in Jamaica Plain for rabies testing. On July 23, 2018, the Board of Health received notification from the State Laboratory that all three bats tested negative for rabies and the information was emailed to Peter Mulholland at that time.

Topsfield Village Shopping Center Update

Mr. Coulon continues to monitor the Topsfield Village Shopping Center, with no violations noted. Mr. Coulon discussed the situation with Selectman Lynne Bermudez before this evening's meeting. Mr. Coulon noted that James Guilford, owner of Gil's Grocery, has replaced a sagging wooden beam in front of his store with a steel beam and column that is bolted to the ground. Mr. Coulon reported that Mr. Flomp will be replacing the concrete Jersey barriers with metal posts and chain.

CORRESPONDENCE

Flyer from the AFDO-Managed Retail Program Standards Grant Program.

ADJOURN

VOTE: Mr. Made a motion to adjourn at 9:15 pm. Seconded by Dr. Guerra, so voted 3-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Say Boo to the Flu Flyer
3. Minutes from the June 7, 2018 Board of Health Meeting
4. Copy of Agreement By and Between the Topsfield Board of Health and the University of Massachusetts Medical School
5. PermitLink Software Information Session synopsis
6. Synopsis of July 26, 2018 Bat Complaint
7. MDPH Lab Report Accession Number 18RA892
8. Bat Complaint Intake and Report Form
9. AFDO-Managed Retail Standards Grant Program Flyer

These Minutes were accepted at the August 23, 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.