



**BOARD OF HEALTH**  
**Topsfield Town Offices**  
**8 West Common Street, Topsfield, MA 01983**

**Minutes of Thursday, September 20, 2018**  
**7:30 PM**

Board Members present were Chairman Sheryl Knutsen RN, Vice Chairman Gerald Topping PE, and Board Member Vincent Guerra MD. Board Members Thomas Mannetta CE, Anthony Alley MSN and Health Agent John Coulon RS were not in attendance. Also in attendance: Senior Administrative Assistant/ Recording Secretary Susan Winslow, Selectman Richard Gandt, Resident Zillie Bhujju and Ron Beauregard, Director of Healthy Communities Tobacco Control Program.

**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 8:31 PM.

**APPOINTMENTS – There were no appointments.**

**HEALTH AGENT REPORT**

MRC Response to Emergency

Chair Sheryl Knutsen gave a report on her experience as an MRC Nurse Volunteer at the Shelter in Andover that was opened following the gas explosions in North Andover, Andover and South Lawrence on September 13, 2018.

Resident Zillie Bhujju informed the Board that the Council On Aging is collecting gift cards for victims of the explosions. Gift cards may be left at the Topsfield Library.

## **NEW BUSINESS**

### Alternate Health Agents

The Board reviewed resumes from Abigail Atkins, MPH and Marisa Lison, MPH, CP-FS for consideration as Alternate Health Agents to assist Health Agent John Coulon with Topsfield Fair food inspections.

**VOTE:** *Mr. Topping made a motion to recommend that the Selectmen appoint Abigail Atkins MPH and Marisa Lison, MPH, CP-FS as Alternate Health Agents for the Topsfield Fair. Seconded by Dr. Guerra. The Board approved the motion in a vote of 3-0.*

### E-cigarettes and Vaping

Ron Beauregard, Director of the Healthy Communities Tobacco Control Program, addressed the Board with information on vaping and e-cigarettes. Mr. Beauregard distributed literature, “The New Look of Nicotine Addiction” and “Tips for talking with your kids about vaping”. Mr. Beauregard also gave the Board a demonstration of a ‘Juul’ and a ‘pod’ which are both devices used in vaping. The Board discussed the current Topsfield R:1-6: Regulations Restricting Youth Access to Tobacco and regulations in nearby Towns related to vaping and e-cigarettes. Chair Knutsen distributed a flyer from MHOA publicizing the November 6, 2018 Workshop, “SHIELD Clinical Update: The Next Flavor of Addiction: Vaping and Cannabis”. The Board discussed the requirements for updating regulations including holding a Public Hearing if regulations are going to be changed.

### 57 Perkins Row

Chair Knutsen informed the Board that Planning Board member Martha Morrison asked the Board to conduct an informal review of Perkins Landing, a potential 40B Development at 57 Perkins Row. Ms. Knutsen reminded the Board state must first review and approve 40B Developments before any formal submission is made to the Town. Mr. Topping reminded the Board that, although the Developer dropped off a proposed plan for Perkins Landing at Town Hall, the project has not been formally submitted to the town through the state-mandated process. He also reminded the Board that the Board’s purview is reviewing variance requests and because no variances are allowed on new construction, Health Agent John Coulon, not the Board, will be reviewing any proposed septic design plans. For these reasons, the Board took no action on this item.

### Plastic Bag Reduction – Topsfield Fair

Resident Zillie Bhujju informed the Board that she was involved in drafting the language for Article Thirty-seventh on the 2018 Town Warrant, “Citizen Petition: Ban on Plastic Bags”. The Article passed as a Bylaw at Town Meeting in May, 2018. Ms. Bhujju informed the Board that the authors of the Warrant Article worked with the Town’s attorneys at KP Law to ensure that the language in Article Thirty-seventh would exclude the Topsfield Fair from the ban on single use plastic bags. However, when KP Law was asked to review the Bylaw language in September 2018, just prior to the Fair, a different attorney at KP Law informed the Town Administrator that, in his opinion, the language did not exclude the Fair. The Board also reviewed a letter from Joel Hariton, in which he states, “As the original author of the bylaw, it was never my intention for it to be applied to non-profit organizations such as the Essex County Agricultural Society or the Topsfield Society. That is why non-commercial organizations have clearly been exempted.” In his letter, Mr. Hariton continued, “The Topsfield Fair is organized and run by the Essex County Agricultural Society, a non-commercial entity. Therefore, the Topsfield Fair is exempt from the bylaw concerning plastic bag reduction.” The Board took a consensus and agreed unanimously that, because the Topsfield Fair is operated by a non-commercial entity, the Fair is exempt from this bylaw.

## MINUTES

*VOTE: Mr. Topping made a motion to accept the August 15, 2018 Meeting Minutes as written. Seconded by Dr. Guerra. The Board approved the motion in a vote of 3-0.*

## ADJOURN

*VOTE: Mr. Topping made a motion to adjourn at 10:45 pm. Seconded by Dr. Guerra, so voted 3-0.*

Respectfully submitted,  
Susan Winslow  
Recording Secretary

## DOCUMENTS

1. Agenda
2. Resume: Abigail Atkins, MPH
3. Resume: Marisa Lison, MPH, CP-FS
4. Article from Boston Globe: "FDA threatens to pull flavored e-cigarettes to fight rise in youth vaping"
5. Flyer: "Pot Shops are coming and JUUL is here"
6. Flyer: "Tips for talking with your kids about VAPING"
7. Flyer: "The New Look of Nicotine Addiction"
8. R:1-6 Regulations Restricting Youth Access to Tobacco
9. Article Thirty-seventh: Citizen Ban on Plastic Bags
10. Letter from Joel Hariton dated September 15, 2018
11. Preliminary Plan for Perkins Landing, 57 Perkins Row

*These Minutes were accepted at the October 25, 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.
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