



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

Minutes of Thursday, October 25, 2018
7:30 PM

Board Members present were Chairman Sheryl Knutsen RN, Vice Chairman Gerald Topping PE, and Board Members Vincent Guerra MD and Thomas Mannelta CE. Board Member Anthony Alley MSN was not in attendance. Health Agent John Coulon RS and Senior Administrative Assistant/ Recording Secretary Susan Winslow were in attendance. Representing the Tri-Town Council Youth Advisory Board, Meredith Shaw, Johanna Bernard, Dawn Seymour, and Masconomet Regional High School students Katie Bernard and Justin Crosby 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 7:38 PM.

APPOINTMENTS

Tri Town Council Youth Advisory Board and Regulating Youth Access to Tobacco Products

The Health Agent and Board Members introduced themselves to the Tri Town Council Youth Advisory Board members and welcomed them to the meeting.

Vice Chairman Gerry Topping gave the visitors a brief description of his role in updating the Board of Health Regulations. Mr. Topping also gave the visitors a brief synopsis of the discussion on Vaping and E-Cigarettes from the September 20, 2018 Board of Health Meeting.

Health Agent John Coulon gave a description of the Healthy Communities Tobacco Collaborative and informed the Board that Ron Beauregard from the Collaborative would not be in attendance at this meeting.

due to a scheduling conflict. Mr. Beauregard sent a model policy regarding Vaping and E-Cigarettes to Mr. Coulon. Mr. Coulon reported that this topic was also discussed at the Executive Committee Meeting of the MHOA on Thursday, October 18, 2018.

Masconomet Regional High School and Youth Action Advisory Board Members Justin Crosby and Katie Bernard introduced themselves. Each student read a statement expressing concern about flavored tobacco products and the role they play in introducing youth to Nicotine addiction. The students requested that the Board consider a ban on flavored tobacco products in Topsfield. Meredith Shaw explained the Tri Town Council Youth Risk data including statistics that indicate four out of ten Masconomet students have used Vaping or E-cigarettes in the past 30 days.

The Board thanked the representatives for their report. The Board will review regulations related to Vaping and E-cigarettes in other municipalities. Chair Knutsen will send information from the MAHB attorney to Board Members, and this topic will be a standing item on upcoming Agendas for further discussion.

MINUTES

September 20, 2018

VOTE: Mr. Topping made a motion to approve the September 20, 2018 Meeting Minutes as written. Seconded by Mr. Mannelta. The Board approved the motion in a vote of 4-0.

HEALTH AGENT REPORT

Proctor and Steward School Kitchen Inspections

Mr. Coulon reviewed the Food Establishment Inspection Forms for the Proctor and Steward Schools. Mr. Coulon noted that the two employees present at the time of inspection at the Steward School Kitchen had neither Food Manager Certification nor the mandated Food Allergen Awareness certification. Mr. Coulon has contacted Whitson's, the contractor responsible for Tri Town School Union cafeteria operations. If Whitsons does not remediate this situation, Mr. Coulon will place this item on the November 29, 2018 Agenda.

Wellness Fair

School Nurse Melissa West has asked the Board of Health to participate in the Wellness Fair at Proctor School on November 15, 2018. Mr. Coulon will be away so he asked Board Members to consider stepping in to oversee two tables: one featuring the MDPH Bite Lab for tick and mosquito information and the other offering Emergency Preparedness information and materials.

Council on Aging Event

Mr. Coulon informed the Board that the Council on Aging will hold the inaugural event in the renovated Public Hall on November 1, 2018. Mr. Coulon has received a draft of the Public Hall Rental Agreement for comment before the policy is finalized and the Hall becomes available for public rental.

VNA First Quarter Report

The Board reviewed the First Quarter Report and LBOH-Events Per Disease and Classification in Jurisdiction Report covering July 1, 2018 – September 30, 2018 submitted by the VNA.

Illness at Middle School

Mr. Coulon informed the Board that there have been 12 cases of lab-confirmed pneumonia at the Masconomet Middle School. Dr. Guerra asked for clarification on what 'lab-confirmed' actually means in this context. Mr. Coulon has been in communication with the School Nurse at the Middle School, and she

has been in communication with the State. Mr. Coulon will contact the VNA to make them aware of this situation.

Complaint Review

Mr. Coulon informed the Board about three recent complaints:

- Walk-in housing complaint at 221 Washington Street
- Telephone complaint about mushrooms
- Telephone complaint about alleged secret apartment in a commercial building

Mr. Coulon informed the Board that he followed up each of these complaints.

Grand Jury Service

Mr. Coulon informed the Board that his service on the Grand Jury in Salem Superior Court has been extended by ten days into the month of November.

COMMUNICATIONS

The Board reviewed the following documents:

Poster for the Flu Vaccine Clinic to be held on November 1, 2018 from 1-4 pm at the Emerson Center

Poster for the Public Health Museum 1918 Flu Pandemic: Focus on Massachusetts & Annual Meeting

Flyer for Donibristle Reservation Public Opening on October 27, 2018

Flyer for the Massachusetts Tick-borne Disease Symposium 2018 to be held on November 19, 2018

ADJOURN

VOTE: Mr. Topping made a motion to adjourn at 10:31 pm. Seconded by Dr. Guerra. The Board approved the motion in a vote of 4-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Presentation by Katie Bernard
3. Presentation by Justin Crosby
4. List of Tobacco Permit Holders in Topsfield and products
5. Draft Board of Health Meeting Minutes of September 20, 2018
6. Food Establishment Inspection Forms for Steward and Proctor Schools
7. VNA Care First Quarter Report (July 1 – September 30, 2018)
8. LBOH Count – Events Per Disease and Classification in Jurisdiction report
9. Flyer: “Flu Vaccine Clinic”
10. Flyer: “The Public Health Museum 1918 Flu Pandemic: Focus on Massachusetts and Annual Meeting”
11. Flyer: “Donibristle Reservation Public Opening”
12. Flyer: “Massachusetts Tick-borne Disease Symposium 2018”

These Minutes were accepted at the November 29, 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.