



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

Minutes of Thursday, January 10, 2019
7:30 PM

Board Members present were Chairman Sheryl Knutsen RN, Vice Chairman Gerald Topping PE and Board Members Vincent Guerra MD, Thomas Mannetta CE and Anthony Alley RN. Health Agent John Coulon RS and Senior Administrative Assistant/ Recording Secretary Susan Winslow were in attendance. Selectman Richard Gandt was in attendance. Representing the Tri-Town Coalition, Meredith Shaw, Nicole Gregoire Allis and Lisa Teichner were in attendance. Resident Larry Fixler was in attendance, as was Melanie Dineen RS, Sanitarian.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

MAPC: Metropolitan Area Planning Council

MAVEN: Massachusetts Virtual Epidemiologic Network

MDEP: Massachusetts Department of Environmental
Protection

CDC: Centers for Disease Control and Prevention

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Community Outreach Information Network

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 (aka EDS)

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 7:30 PM.

APPOINTMENTS

57 Washington Street Variance Requests

Daniel Johnson RS from Domestic Septic Design Inc. presented the following variance requests as noted on the Form 9A Application for Local Upgrade Approval:

1. Reduction of 12" separation between inlet and outlet tees and ESHWT. Due to this non-conformance having been addressed by the use of rubber boots in the manufacturing specifications of the septic tank.
2. Use of sieve analysis as a substitute for a perc test. Due to shallow groundwater at time of soil test.

Mr. Johnson explained that due to the shallow groundwater, the 12” separation distance from ESHWT to inverts of the septic tank and a percolation test could not be achieved for this septic system design. The system will be a Presby Enviro-Septic System. Rubber boots will be used Permission requested to use sieve analysis in lieu of percolation test due to soil saturation at time of Soil Test.

VOTE: Mr. Topping made a motion to approve the two Variance Requests for 57 Washington Street as outlined in the Form 9A Application for Local Upgrade Approval. Seconded by Mr. Mannelta. The Board approved the motion in a vote of 5-0.

MINUTES

November 29, 2019

VOTE: Mr. Topping made a motion to approve the November 29, 2018 Meeting Minutes as amended. Seconded by Mr. Mannelta. The Board approved the motion in a vote of 5-0.

NEW BUSINESS

Melanie Dineen RS, Alternate Health Agent

Mr. Coulon introduced Melanie Dineen RS and asked the Board to appoint Ms. Dineen as Alternate Health Agent to cover for him during vacation and other absences. Ms. Dineen is a MA Registered Sanitarian employed by the City of Medford. She will continue her full-time job while making herself available to the Town of Topsfield during Mr. Coulon’s absence. The Board reviewed Ms. Dineen’s resume and thanked her. Mr. Coulon will draft a contract. Per the Town Administrator, the appointment request and a contract (if wages are involved) must go before the Board of Selectmen for their approval. Mr. Coulon will follow up with the Board of Selectmen to place this on the next available Board of Selectmen Meeting Agenda.

VOTE: Mr. Topping made a motion to submit a request to the Board of Selectmen to appoint Melanie Dineen RS as Alternate Health Agent for a term to commence on January 16, 2019 and expire on June 30, 2019. Dr. Guerra seconded and the motion carried in a vote of 5-0.

Introduction of Larry Fixler

Mr. Coulon introduced Larry Fixler, a new Topsfield resident who resides at Rolling Green, 470 Boston Street. Mr. Fixler served on the Board of Health in North Andover for 15 years and as the Chairman. He has expressed an interest in serving on the Topsfield Board of Health. Mr. Fixler addressed the Board. The Board thanked Mr. Fixler for his interest and discussed the process for Mr. Fixler’s appointment to fill the next Board vacancy.

OLD BUSINESS

R:1-6 Regulations Restricting Youth Access to Tobacco Products

Meredith Shaw from the Tri-Town Coalition addressed the Board with her concern about the increase of vaping and e-cigarettes within the youth community in Topsfield. Ms. Shaw demonstrated the use of Juuls and other nicotine delivery devices. Ms. Shaw distributed the flyer, “The New Look of Nicotine Addiction” and discussed the Youth Risk Behavior Survey completed in November, 2018 that indicates 28% of High School students had used a nicotine delivery device within the past 30 days. Ms. Shaw expressed concern that flavored nicotine delivery products are geared toward children, citing a 2017 study indicating that 98% of e-cigarette users and 95% of college vapers are using flavored products. Ms. Shaw requested that the Board consider instituting flavor restrictions.

Mr. Topping proposed that the Board hold a Public Hearing at the next Board of Health Meeting (February 28, 2019) for the purpose of discussing and voting on changes to R 1-6: Regulations Restricting Youth Access to Tobacco Products. Mr. Topping polled the Board Members and all members were in agreement.

The Board directed Mr. Coulon and Ms. Winslow to make the preparations for a Public Hearing on February 28, 2019. The Board also directed Mr. Coulon to deliver a letter to all Tobacco Permit holders informing them about the Public Hearing.

Topsfield Village Shopping Center

Mr. Coulon reported that there have been no complaints at the Topsfield Village Shopping Center that fall under the Board of Health purview since the last Board Meeting on November 29, 2019.

HEALTH AGENT REPORT

Open Gym

Mr. Coulon will be volunteering at Open Gym nights for Tri-Town youth again this year on various Saturday nights in the Masconomet Regional High School field house.

Upcoming Events

Mr. Coulon informed the Board about the following upcoming events:

- January 24, 2019 Panel Discussion on response and follow-up to gas explosions/fires this past Fall in Andover/Lawrence. It will be held at the Public Safety Complex, Andover, MA.
- January 24, 2019 Oakson Co. training on Perc-Rite septic systems.
- February 6, 2019 Title V Updates - MEHA Annual Wastewater Seminar to be held in Taunton, MA.
- February 12, 2019 FEAC Meeting – Using New Food Code at New England Public Health Center, Marlboro, MA.
- February 28, 2019 DelValle Institute training - Hospital Incident Command System to be held in Middleboro, MA.

National Preparedness Summit

Mr. Coulon will be representing the 3A Coalition at the National Public Health Emergency Preparedness Summit in St. Louis, MO March 26 – 29, 2019 on a scholarship from the 3A Coalition.

Change in Date of Board of Health March Meeting

VOTE: Mr. Topping made a motion to change the date of the March 2019 Board of Health Meeting from March 28, 2019 to March 21, 2019 because Mr. Coulon will be away on March 28. Seconded by Mr. Mannelta. The motion carried in a vote of 5-0.

Point of Dispensing (POD) at Masconomet Regional High School

Mr. Coulon informed the Board that the Point of Dispensing (POD) Plan developed by Chair Sheryl Knutsen during her tenure as the Region 3A Emergency Preparedness Coordinator is going to be reviewed by a private contractor to determine if it is ready to be field tested (drilled).

Complaint – 5 Orchard Lane

Mr. Coulon informed the Board that a resident at 1 Orchard Lane has complained about water runoff from construction at 5 Orchard Lane that has resulted in an accumulation of ice and leaves on the sidewalk between her driveway and the lot line of 5 Orchard Lane. Mr. Coulon, Conservation Agent Heidi Gaffney

and Highway Superintendent Dave Bond visited the site. It has been determined that this is a Stormwater Management issue and Dave Bond will be following up.

CORRESPONDENCE

Live Stories

Mr. Coulon gave the Board a brief description of Live Stories and the web conference with EA Weymuller on December 19, 2018.

Environmental Health & Engineering Inc. Letter dated 12/3/18

The Board reviewed a letter regarding a No Significant Risk determination at 8 West Common Street.

VNA Care Second Quarter Report

The Board reviewed the Second Quarter (October 1, 2018 – December 31, 2018) VNA Care Report

ADJOURN

VOTE: Mr. Topping made a motion to adjourn at 9:50 pm. Seconded by Mr. Mannetta. The Board approved the motion in a vote of 5-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Form 9A Application for Local Upgrade Approval for 57 Washington Street
3. Flyer, "The New Look of Nicotine Addiction"
4. Resume: Melanie T. Dineen RS
5. Draft Minutes: November 29, 2018
6. Live Stories synopsis
7. Letter from Environmental Health & Engineering Inc. dated 12/3/2018
8. VNA Care Report: October 1, 2018 – December 31, 2018

These Minutes were accepted at the February 28, 2019 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.
