



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

Minutes of March 7, 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. Resident Larry Fixler was in attendance.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act
BOH: Board of Health
BOS: Board of Selectmen

MAHB: Mass. Association of Health Boards
MAPC: Metropolitan Area Planning Council
MAVEN: Massachusetts Virtual Epidemiologic Network
MDEP: Massachusetts Department of Environmental Protection

CDC: Centers for Disease Control and Prevention

MEMA: Massachusetts Emergency Management Agency

CEU: Continuing Education Unit

MRC: Medical Reserve Corps

CEMP: Comprehensive Emergency Management Plan

COIN: Community Outreach Information Network

NEMMC: Northeast Massachusetts Mosquito Control

DPH: Department of Public Health

PE: Professional Engineer

EDS: Emergency Dispensing Site

PHEP: Public Health Emergency Preparedness

ESHWT: Estimated Seasonal High Water Table

POD: Point Of Dispensing (aka EDS)

EP: Emergency Preparedness

RN: Registered Nurse

FDA: Food & Drug Administration

RS: Registered Sanitarian

HHS: Health and Human Services

SAS: Soil Absorption System

HMCC: Health & Medical Coordinating Coalition

TBOH: Topsfield Board of Health

LSAC: Local State Advisory Committee

TRMRC: Topsfield Regional Medical Reserve Corps

MDPH Mass. Dept. of Public Health

VNA: Visiting Nurse Association

CALL TO ORDER

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

OLD BUSINESS

Health Agent John Coulon RS Retirement Letter

Chair Sheryl Knutsen reviewed the letter indicating the impending retirement of Health Agent John Coulon RS who has announced his intention to retire on April 10, 2019. Ms. Knutsen thanked Mr. Coulon for his many years of fine service to the Town of Topsfield.

Health Agent Job Description and Job Posting

On Monday, March 4, 2019, Chair Knutsen met with Town Administrator Kellie Hebert to discuss posting and advertising the job position of Health Agent as well as the interview and hiring process. Ms. Hebert made changes to the draft of the Health Agent Job Description, including a suggestion that the position might be reduced from a full-time, fully benefitted position to a 34 hour-a-week part-time position with pro-rated benefits.

Board Members were in agreement that state and federal mandates, and the role the Board of Health plays in Public Health require a Full-Time Health Agent, and that revenue generation should not be a factor. Mr. Coulon informed the Board that local Health Agents have compiled a survey comparing salaries and benefits in different municipalities. The Board requested that Mr. Coulon obtain a copy of the survey for the next Board of Health Meeting.

The Board reviewed the Health Agent Job Description submitted to Chair Knutsen by the Town Administrator and made changes and corrections to the document.

Board Member Anthony Alley RN left the meeting at 9:21 PM.

Chair Knutsen and Vice-Chair Topping will pre-screen applicants, followed by the Board conducting interviews with selected candidates. The position will be posted internally for ten days, and after that time, the job posting will be placed publicly on the Town website and MMA, MHOA and MAHB websites.

Mr. Topping announced that in the future, all out-of-town professional development activities for the Health Agent should require Board authorization.

John Coulon RS Professional Services Agreement

Mr. Topping asked Mr. Coulon to inform the Board about the compensation he is requesting as an Alternate Health Agent before the Recommendation Request for Mr. Coulon to be appointed Alternate Health Agent can be presented to the Board of Selectmen.

Mr. Coulon informed the Board that there is \$10,000.00 available in the 'Other' section of the Board of Health FY19 Budget.

Mr. Topping asked that the Board receive a document outlining all expenses incurred by the Board of Health thus far in FY19.

ADJOURN

VOTE: Mr. Topping made a motion to adjourn at 9:47 pm. Seconded by Mr. Mannetta. The Board approved the motion in a vote of 4-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Letter of Retirement dated March 7, 2019 from Health Agent John Coulon
3. Board of Selectmen Recommendation Request
4. Health Agent Job Description version from Town Administrator Kellie Hebert
5. Health Agent Job Description
6. Interview Summary Form

These Minutes were accepted at the March 21, 2019 Board of Health Meeting.

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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.