



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

**Minutes of March 21, 2019  
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 RN was not in attendance. Health Agent John Coulon RS and Senior Administrative Assistant/ Recording Secretary Susan Winslow were in attendance. Selectman Richard Gandt and resident Larry Fixler were in attendance.

**COMMONLY USED ABBREVIATIONS:**

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

CDC: Centers for Disease Control and Prevention

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Community Outreach Information Network

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

MAHB: Mass. Association of Health Boards

MAPC: Metropolitan Area Planning Council

MAVEN: Massachusetts Virtual Epidemiologic 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 (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

**CALL TO ORDER**

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

**MOTION TO ENTER INTO EXECUTIVE SESSION AT 8:45 PM**

Vice-Chair Topping made a motion to enter into Executive Session beginning at 8:45 PM under Chapter 30A, section 21 (2), to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, and to adjourn the meeting at the conclusion of Executive Session. Seconded by Mr. Mannelta. The motion carried in a unanimous roll call vote as follows:

Chair Sheryl Knutsen – yes

Vice-Chair Gerry Topping – yes

Dr. Vincent Guerra – yes

Thomas Mannelta – yes

## **MEETING MINUTES:**

February 28, 2019

*VOTE: Mr. Topping made a motion to accept the February 28, 2019 Meeting Minutes with one edit. Seconded by Mr. Mannelta. The motion carried in a vote of 4-0.*

March 7, 2019

*VOTE: Mr. Topping made a motion to accept the March 7, 2019 Meeting Minutes with one edit. Seconded by Dr. Guerra. The motion carried in a vote of 4-0.*

## **APPOINTMENTS**

Fire Chief Jenifer Collins-Brown – Mobile Integrated Health Care Program

Chief Collins-Brown appeared before the Board to introduce the Board to the proposed Community EMS Program. Chair Sheryl Knutsen referred the Board Members to MGL 105 CMR173.000 Mobile Integrated Health Care and Community EMS Programs and explained that this would be a collaborative effort between the Topsfield Fire Department and the Board of Health. Chief Collins-Brown outlined the role of the Topsfield Fire Department in Public Health matters through the Application for a Certificate of Approval to operate a Community EMS Program. The Program is under the jurisdiction of the Massachusetts Department of Public Health Office of Emergency Medical Services.

Chief Collins-Brown explained that this is an effort to reduce the number of repeat hospitalizations by involving local EMS in Community Health. Chief Collins-Brown referred Board Members to pages 2 and 3 of the Defined List of community EMS Program Services Document within the Application for Approval, and pointed out the areas where the Topsfield Fire Department is already offering services to Topsfield Residents, including but not limited to Naloxone Information and Training, Sharps Awareness, Fire and Burn Prevention and Education, Home and Community Falls Prevention, Home Safety Evaluation, Car Safety Seats, Water Safety and Well-Being checks.

Chair Sheryl Knutsen asked Chief Collins-Brown the following questions:

- The application requires the oversight of an EMS Director who is a medical doctor. Who is the EMS Director? Chief Collins Brown informed the Board that Dr. Steven Krendel, at Beverly Hospital is the EMS Director.
- Who will assure that the TFD members have the proper training? Chief Collins-Brown informed the Board that she will report to the Medical Director who monitors Medical Care Reports.
- How will the Board of Health be involved in the requirement that quality of EMS delivery of service, equipment and medical supplies will be adhered to? Chief Collins-Brown informed the Board that they are inspected by MDPH annually, and the results will be available to the Board of Health.
- Might the Topsfield Fire Department be interested in providing EMS coverage at the annual TBOH/VNA Flu Vaccine Clinic which might be held at Town Hall this Fall? Chief Collins-Brown indicated this is a distinct possibility and it would fall under the purview of this program.

Chief Collins-Brown also informed the Board that there are no fees for the Community EMS application or program and no extra compensation to the Topsfield Fire Department for their involvement in this program. Mr. Coulon informed the Board that, should the Board decide to participate in this program, Chief Collins-Brown will handle the completion and submission of the Application. The Board members thanked Chief

Collins-Brown. Chief Collins-Brown will return to a future Board of Health Meeting for further discussion on this topic.

#### Planning Board Minutes of February 5, 2019

Chair Knutsen referred Board Members to a section of the Planning Board Meeting Minutes from their February 5, 2019 Meeting on page 2 regarding a grant application to the Metropolitan Area Planning Council for support in developing a Strategic Plan for Revitalization of the Downtown. Ms. Knutsen referred the Board to the line, "Selectman Lynne Bermudez stated that septic in the Business village District might be evaluated and all options, small and large, would be considered." Mr. Coulon reminded the Board that, for the record, the septic system at the Topsfield Village Shopping Center was upgraded, and since the last restriction was lifted (grease trap at Daybreak Café) four years ago, the system is considered fully compliant.

### **OLD BUSINESS**

#### Topsfield Village Shopping Center

There have been no recent complaints regarding the Topsfield Village Shopping Center since the last Board of Health meeting on March 7, 2019.

#### Topsfield EDS Action Plan

Chair Knutsen informed the Board that it is time to update two documents for the EDS Action Plan: The Topsfield EDS Organization Chart: Critical Infrastructure Primary Staff and Critical Infrastructure Backup Staff

Mr. Topping instructed Susan Winslow to place this item on the April 25, 2019 Agenda so the Board may review the documents before further discussion.

#### Health Agent Job Description

The Board reviewed the Health Agent Job Description dated March 9, 2019. Mr. Topping reiterated that the Board wishes to hire a direct, full-time replacement and he asked Selectman Gandt if the Board of Selectmen will be trying to change the position of Health Agent to a part-time position. Selectman Gandt replied that when a position becomes open, the Selectmen may choose to use that option as a cost saving measure. Selectman Gandt encouraged Mr. Coulon and the Board to check with Town Accountant Catherine Gabriel if the Board wishes to move funds from "Salary and Wages" to "Other" to assist in covering the cost for Mr. Coulon to serve as Alternate Health Agent because this may only be done through a Special Town Meeting Transfer Request. Selectman Gandt said and that if Mr. Coulon wishes to submit a Reserve Fund Transfer request, the request must be submitted as soon as possible to make the deadline for the Warrant.

The Board Entered into Executive Session at 8:45 PM and the Meeting adjourned at 10:10 PM.

Respectfully submitted,  
Susan Winslow  
Recording Secretary

### **DOCUMENTS**

1. Agenda
2. Topsfield EDS Organization Charts: Critical Primary Staff, Critical Backup Staff
3. Planning Board Meeting Minutes from February 5, 2019
4. 105 CMR 173.000 Mobile Integrated Health Care and Community Health Programs

## TBOH Meeting Minutes – 3/21/2019

Page 4

5. Application for Approval – Community EMS Program
6. Health Agent Job Description – March 9, 2019 Draft
7. Draft BoH Meeting Minutes – March 7, 2019
8. Draft BoH Meeting Minutes – February 28, 2019

*These Minutes were accepted at the April 25, 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.
---