



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

Minutes of May 23, 2019
7:30 PM

Board Members present in addition to Chairman Sheryl Knutsen RN were Members Thomas Mannetta CE, Vincent Guerra MD and Anthony Alley RN. Vice Chair Gerry Topping was not in attendance. Recording Secretary Susan Winslow was in attendance as was resident Joel Hariton. Chairman Knutsen called the meeting to order at 7:32 pm

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

APPOINTMENTS:

There were no scheduled appointments.

NEW BUSINESS:

Plastic Bag Complaint Resident Joel Hariton appeared before the Board with a concern about plastic bag use at a local restaurant in violation of the Chapter LXVI Plastic Bag Reduction By-law enacted at the 2018 Town Meeting by a 2/3 majority vote. The Board that the Board of Health and Topsfield Police Department were given the responsibility for enforcement of the By-law because these departments have Non-Criminal Disposition. Mr. Hariton expressed concern that many residents do not want to involve the Police in such matters, and his desire is to seek compliance with the By-law, not punishment.

The Board reviewed a letter to all Topsfield merchants drafted by Susan Winslow with a reminder that the By-law is in effect, and a list of the fines associated with first, second and third offenses. Board Member

Anthony Alley and Susan Winslow will hand-deliver the letter to Topsfield merchants the week of May 27, 2019.

Annual Signature Authorization Form

Board Members reviewed the annual Signature Authorization Form and came to a consensus that all Board Members should be allowed to sign documents. Members then signed the annual Signature Authorization form.

File of Life

Board Members viewed a sample File of Life refrigerator pocket and insert. In the past, the Board has purchased them for distribution to Topsfield Seniors. Board Member Alley informed the group that the File of Life contains important medical information that First Responders look for when they arrive at the residence of an elderly person on an emergency call. Ms. Winslow informed the Board that the Friends of the Council on Aging and the Topsfield Fire Department are also contributing to the purchase of these items as part of Topsfield TRIAD.

VOTE: Mr. Alley made a motion to authorize the expenditure of \$250.00 toward the purchase of File of Life refrigerator pockets and inserts. Seconded by Mr. Mannelta. The motion carried in a vote of 4-0.

Wendelyn Hansbury, Alternate Health Agent

Chair Knutsen informed the Board that Alternate Health Agent Melanie Dineen has a conflict and cannot conduct food inspections at the June 8, 2019 Strawberry Festival, one of the largest food events in Topsfield. Ms. Knutsen reached out to Wendelyn Hansbury, Administrative Assistant and Inspector in the Rowley Health Department, who has agreed to step in to conduct the inspections. The Board reviewed Ms. Hansbury's resume and agreed that her professional certifications and experience meet the requirement for this position. The Board agreed on a fee of \$50.00 per hour and thanked Ms. Knutsen for her efforts to fill this position on short notice. The Board also discussed the qualifications of Frank Marchegiani, Coordinator of Health Services, and determined that he, too, meets the qualifications required to serve as Alternate Health Agent for food inspections.

VOTE: Dr. Guerra made a motion to appoint Wendelyn Hansbury and Frank Marchegiani as Alternate Health Agents at a rate of \$50.00 per hour. Seconded by Mr. Mannelta. The motion carried in a vote of 4-0. The Board instructed Susan Winslow to send a Board of Selectmen Recommendation Request to the Selectmen and obtain contracts for Ms. Hansbury and Mr. Marchegiani.

86 High Street Housing Complaint – Request for Additional 30-day Extension

The Board reviewed a letter from 86 High Street Trustee Karyn Lindsay dated May 20, 2019 requesting an additional 30-day extension on the Housing Correction order at that address. The Housing Correction Order is due to expire on May 25, 2019. Ms. Lindsay explained that the repairs to the house have been more extensive than originally anticipated. Ms. Winslow informed the Board that she spoke with Building Inspector Glenn Clohecy who confirmed that repairs are being made to the home, and he was in support of an additional extension of the Order. The Board reviewed copies of Plumbing and Electrical Inspection reports from the Inspectional Services Department indicating ongoing work at the home. The Board determined that Ms. Lindsay is making a good-faith effort to comply with the Order.

VOTE: Mr. Mannelta made a motion to grant an additional 30-day extension to the Housing Correction Order at 86 High Street to commence on May 26, 2019 and expire on June 25, 2019. Seconded by Mr. Alley. The motion passed in a vote of 4-0.

Health Agent Hiring Process

Chair Knutsen informed the Board that resumes will be accepted until June 5, 2019 for the position of Health Agent but the position will remain open until filled. The review of resumes will begin on June 6, 2019.

Village Shopping Center

Susan Winslow reported to the Board that there have been no complaints since the last Board Meeting.

MEETING MINUTES

April 25, 2019

VOTE: Mr. Mannelta made a motion to approve the April 25, 2019 Meeting Minutes as written. Seconded by Dr. Guerra. The motion passed in a vote of 3 in the affirmative with 1 abstention. Mr. Alley abstained from voting due to his absence at the April 25, 2019 Meeting.

CORRESPONDENCE

- Letter from Dr. Guerra informing the Board that he will be stepping down as of June 30, 2019. The Board thanked Dr. Guerra for his many years of service to the Town.
- Letter from MDPH dated May 13, 2019 regarding beach testing
- Northeast Homeland Security Regional Advisory Council May, 2019 Newsletter

GENERAL REPORT OF ACTIVITIES

Office Activity

Chair Knutsen reported that she has been assisting in the Board of Health and activity remains brisk.

EDS Plan Tabletop Exercise

Chair Knutsen gave the Board a description of the Tri-Town Regional EDS Plan Tabletop Exercise held on Monday, May 20, 2019 at the Gould Barn in Topsfield. Chair Knutsen wrote the Tri-Town Regional EDS Plan when she was the Region 3A Coalition Planner. The Tabletop exercise was attended by local Public Health, Police and Fire personnel from Topsfield, Boxford and Middleton as well as MEMA representatives.

After-Action Webinar

Chair Knutsen participated in an After-Action Webinar reviewing the Tri-Town Regional EDS Tabletop Exercise and reported that it was very helpful. There will be an updated plan following the Tabletop Exercise and After-Action Webinar.

DeValle Institute Recovery Training

Chair Knutsen informed the Board that she is participating in a DeValle Institute training on Recovery, focusing on recovery in the aftermath of a catastrophic event. The 4-week online course includes reading materials, assignments and online discussion of the recovery mode.

TRMRC Training Day at Topsfield Fairgrounds

Chair Knutsen recently attended the TRMRC Training Day at the Topsfield Fairgrounds, led by Liisa Jackson, TRMRC Coordinator. Ms. Knutsen informed the Board that the Training event was very successful with topics including emerging diseases, Stop the Bleed, and NARCAN.

MOTION TO ADJOURN

VOTE: At 10:05 pm, Mr. Mannello made a motion to adjourn. Seconded by Mr. Alley. The motion passed in a vote of 4-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Update on Professional Services Expenditures as of 5/21/19
3. Upcoming Food, Pool, Pond, Camp, Tanning Inspections
4. Resume: Wendelyn Hansbury
5. Current Septic Projects Update 5/23/19
6. Board of Health Year-To-Date Budget Report
7. Town of Topsfield Performance Review and Professional Development Plan for Department Staff
8. File of Life Order Form and Information
9. Town of Topsfield Authorized Signature Form and Directions
10. Letter dated May 20, 2019 from Karyn Lindsay
11. Letter from Dr. Vince Guerra
12. Letter dated May 13, 2019 from MDPH
13. Northeast Homeland Security Regional Advisory Council May, 2019 Newsletter
14. Draft Meeting Minutes: April 25, 2019

These Minutes were accepted at the June 27, 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. |
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