



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

Minutes of June 27, 2019

7:30 PM

Board Members present were Chairman Sheryl Knutsen RN, Vice-Chair Gerald Topping PE and Members Thomas Mannetta CE, Vincent Guerra MD and Anthony Alley RN. Recording Secretary Susan Winslow was in attendance as were Selectman Richard Gandt and resident Larry Fixler RPh.

Chairman Knutsen called the meeting to order at 7:32 pm.

ANNOUNCEMENTS:

Ms. Knutsen made the following announcement, "At the conclusion of Open Session, the Board will meet in Executive Session under MGL Chapter 39, sec. 23B under Exemption #3 to conduct strategy sessions in preparation for negotiations with non-union personnel, specifically the Health Agent position. The Board will adjourn in Executive Session without returning to Open Session."

APPOINTMENTS:

There were no scheduled appointments.

NEW BUSINESS:

Recognition of Dr. Vincent Guerra

Chair Knutsen recognized the contributions Dr. Guerra made during his tenure on the Board of Health. Dr. Guerra will finish out his term which ends on June 30, 2019 before retiring from the Board. Board Members and Selectman Gandt thanked Dr. Guerra for his many years of service and presented him with a cake and a gift.

Larry Fixler RPh to Join Board

Board Members reviewed Mr. Fixler's application to volunteer on the Board of Health starting in FY20.

VOTE: Mr. Topping made a motion to recommend Larry Fixler RPh for appointment to the Board of Health for a 3-year term to commence in July, 2019. Seconded by Dr. Guerra. The motion passed in a vote of 5-0.

Members welcomed Mr. Fixler to the Board and thanked him for his willingness to serve. Ms. Winslow will prepare a Board of Selectmen Recommendation request asking the Board of Selectmen to appoint Mr. Fixler to the Board of Health at their meeting on July 8, 2019.

May 23, 2019 Meeting Minutes

VOTE: Mr. Topping made a motion to accept the Minutes of the May 23, 2019 Board of Health Meeting with one edit. Seconded by Mr. Topping. The motion passed in a vote of 5-0.

Health Agent Position

Mr. Topping informed the Board that he and Chair Knutsen reviewed ten (10) resumes and cover letters received for the position of Health Agent. Mr. Topping and Ms. Knutsen interviewed four viable candidates for the position. This topic was held for further discussion in Executive Session.

FY20 VNA Contract

The Board reviewed the FY20 VNA Contract and determined that there are no changes from FY19.

VOTE: Mr. Topping made a motion to accept the FY20 VNA Contract. Seconded by Mr. Mannetta. The motion passed in a vote of 5-0.

Ms. Winslow will prepare a Board of Selectmen Recommendation Request to place this item on the Board of Selectmen Agenda for their review and vote on July 8, 2019.

Topsfield Sanitary Landfill 2019 Semi-annual Report

VOTE: Mr. Topping made a motion to accept the Topsfield Sanitary Landfill 2019 Semi-annual Report. Seconded by Mr. Topping. The motion passed in a vote of 5-0.

OLD BUSINESS

Regional EDS Plan

Chair Knutsen gave the Board a synopsis of the Region 3A Table Top Exercise related to the Regional EDS Plan as well as the After Action Meeting and the Improvement Plan that will be produced from the after Action Meeting. Ms. Knutsen informed the Board that the Town will be receiving a refrigerator for the storage of vaccine from monies left over after Federal Funds for Region 3A Funds were distributed to stakeholders.

Request for Additional Extension of Housing Correction Order at 86 High Street

Board Members reviewed the letter from Karyn Lindsay dated June 15, 2019 outlining their efforts to reach compliance and a request for an additional 30-day extension. Ms. Winslow gave the Board an update from Inspectional Services related to this property, confirming Ms. Lindsay's description of their effort to reach compliance.

VOTE: Mr. Topping made a motion to grant an additional 30-day extension of the Housing Correction Order at 86 High Street, commencing on June 25, 2019. Seconded by Dr. Guerra. The motion passed in a vote of 5-0.

Alternate Health Agent Activity

The Board reviewed a document titled Update on Professional Services Expenditures produced by Susan Winslow outlining the activity of Alternate Health Agents Melanie Dineen, Alexander Parker and Wendy Hansbury.

Complaint Log Update

Ms. Winslow gave the Board an update on the following recent Complaints received in the Board of Health Office:

- FY19-20: Complaint from tenant 5/30/19 at 12A Little Brook Village regarding insect infestation. Ms. Winslow contacted Housing Director Diane Drinan and Alternate Health Inspector Melanie

Dineen. Ms. Dineen followed up and resident will be offered a complimentary follow-up visit from exterminator.

- FY19-21: Anonymous resident complaint 5/30/19 regarding concern that swimming pool was dirty and a breeding ground for mosquitoes, horses getting loose and someone possibly living in a recreational vehicle in back yard using a port-a-john at 158 Ipswich Road. Ms. Winslow contacted Melanie Dineen who could not see pool from the road, so could not follow up on pool complaint. Ms. Winslow contacted Animal Inspector Peter Mulholland who inspected horses and found no issues. Building Inspector Glenn Clohecy spoke with complainant at time of complaint and was going to follow up on concern about possible person living in a recreational vehicle on the property.
- FY19-22: Resident complaint 5/30/19 of substance that appeared to be mold or mildew in self-serve soft drink drainage tray at Country Farms. Melanie Dineen followed up and determined that it was not mold or mildew, but was mineral build up. Ms. Dineen reported that drink area was clean and offered suggestions to store owner regarding the removal of mineral build-up.
- FY19-23: Email complaint received 6/5/19 from person concerned about potholes at the Topsfield Village Shopping Center. Ms. Winslow responded to email and explained that the Village Shopping Center is private property and the Board of Health does not have jurisdiction over that situation.

FY19-19 Violation of Ch. LXVI Plastic Bag Reduction Bylaw

Chair Knutsen gave the Board a follow-up report from regarding a complaint from a resident who witnessed a violation of Topsfield Ch. LXVI Plastic Bag Reduction Bylaw. The complainant met with the Board of Health at the May 23, 2019 Meeting and informed the Board that it was his wish for local merchants to become compliant with this Bylaw rather than punish the offender. The Board of Health is listed as one of the enforcement agencies for the Bylaw, along with the Topsfield Police Department. The complainant did not want to involve the Police Department in this matter, so he turned to the Board of Health for assistance. The Board determined that the Town had not informed individual merchants about the new Bylaw at the time it was enacted, so with the approval of the complainant, the Board determined that all merchants in Town should receive a letter informing them about the Bylaw. The Board approved a draft letter written by Susan Winslow to all merchants in Town. Chair Knutsen and Ms. Winslow then hand-delivered a copy of the letter and a copy of Ch. LXVI Plastic Bag Reduction Bylaw to every merchant in Town.

Open Meeting Law Receipt and Ethics Test

Board Members were reminded that they must complete the Receipt of Open Meeting Law Materials and complete the Ethics Test, returning the certificates to the Town Clerk's office.

Monthly Expenses for Retired Health Agent John Coulon

Board Members reviewed travel expenses for retired Health Agent John Coulon for March, 2019 and April 1 – 10, 2019. The Board determined that, although Mr. Coulon submitted these expenses late, payment was approved.

Topsfield Village Shopping Center Complaints

Ms. Winslow reported that, beyond the resident complaint about potholes at the Topsfield Village Shopping Center received via email 6/5/19, there were no complaints.

MOTION TO ENTER INTO EXECUTIVE SESSION

VOTE: At 8:38 PM, Mr. Topping made a motion to enter Executive Session under MGL Chapter 39, sec. 23B under Exemption #3 to conduct strategy sessions in preparation for negotiations with non-union personnel, specifically the Health Agent position. The Board will adjourn in Executive Session without returning to Open Session. The motion was seconded by Mr. Mannelta followed by a roll-call vote:

Knutsen – yes

Topping – yes

Guerra – yes

Mannelta – yes

Alley – yes

The motion passed in a vote of 5-0 and the Board entered into Executive Session at 8:38 PM.

Respectfully Submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. Letter from Karyn Lindsay dated 6/15/19
3. Board or Commission Volunteer Form for Larry Fixler
4. Letter from the Board of Health to Karyn Lindsay dated 4/26/19
5. FY20 VNA Contract
6. 6/17/19 Email from Asst. Town Clerk Erin Merrill: Reminder re: Ethics Training and Open Meeting Law
7. Document: Update On Professional Services Expenditures as of 6/24/19
8. Complaint Intake and Report 2019-20
9. Complaint Intake and Report 2019-21
10. Complaint Intake and Report 2019-22
11. Complaint Intake and Report 2019-23
12. Complaint Intake and Report 2019 - 19
13. Chapter LXVI Plastic Bag Reduction Bylaw
14. Letter to Local Merchants from BoH dated 5/22/2019
15. Board of Health Year-to-Date Budget Report dated 6/26/19

These Minutes were accepted at the August 15, 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.
