



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

Minutes of July 25, 2019

7:30 PM

Board Members present were Chairman Sheryl Knutsen RN and Members Thomas Mannelta CE and Larry Fixler RPh. Vice-Chair Gerald Topping PE and Member Anthony Alley were not in attendance. Health Agent Wendy Hansbury and recording Secretary Susan Winslow were in attendance as was resident Vincent Guerra MD.

Chairman Knutsen called the meeting to order at 7:31 pm.

APPOINTMENTS:

New Health Agent

The Board welcomed Wendy Hansbury to the full-time position of Health Agent.

NEW BUSINESS:

Essex County Co-Op Wildlife Zoo Day

The Essex County Co-Op will be hosting a Wildlife Zoo Day on August 24, 2019. They contacted the Board of Health because the Board of Health is listed as the enforcement agency in the new By-Law voted by residents at the 2019 Town Meeting, "Article Thirty-Third: Prohibition of Wild or Exotic Animals for Entertainment." A copy of the By-Law has been sent to the Essex County Co-Op so they may review the exemption clause to determine if the traveling zoo meets the criteria for an exemption.

Delinquent Taxes Bylaw

The Board reviewed Town Bylaw Chapter XXV: Delinquent Taxpayers: Licenses and Permits By-Law.

VOTE: Mr. Fixler made a motion for the Board of Health to support MGL Ch40 §57 that allows the Board of Health to deny licenses or permits among other things when the applicant or owner of the property owes municipal taxes or fees. Seconded by Mr. Mannelta.

AMENDMENT TO MOTION: Mr. Fixler amended the motion to read, "To support MGL CH40 §57 and Town of Topsfield By-Law Chapter XXV §1.1 that allows the Board of Health to deny licenses or permits among other things when the applicant or owner of the property owes municipal taxes or fees." Seconded by Mr. Mannelta. The amended motion passed in a vote of 3-0.

University of Massachusetts Medical School Center for Health Care Financing Commonwealth Medicine Evergreen Agreement

Chair Knutsen explained that the Agreement with Commonwealth Medicine automatically renews annually unless terminated by either party. This Agreement allows Commonwealth Medicine to work as a clearinghouse for flu vaccine reimbursement to the Town from the annual flu vaccine clinics held in Topsfield. Commonwealth Medicine retains 10% of reimbursements as payment.

VOTE: Mr. Mannetta made a motion to support the automatic renewal of the Commonwealth Medicine Agreement for FY20. Seconded by Mr. Fixler. The motion passed in a vote of 3-0.

OLD BUSINESS:

86 High Street Housing Complaint

Ms. Hansbury informed the Board that she will be conducting an inspection of the property along with Building Inspector/Code Enforcement Officer Glenn Clohecy on Tuesday, July 30, 2019. Work has been ongoing and the Trustee, Karyn Lindsay, has made a good faith effort to address the issues outlined in the Complaint.

FY20 VNA Care Agreement

The Board reviewed the FY20 VNA Care Agreement that included corrected numbering of items with content remaining the same as the VNA Agreement voted to support at the June 27, 2019 Meeting.

Topsfield Village Shopping Center

There have been no complaints or issues since the June 27, 2019 Meeting.

MEETING MINUTES:

The Meeting Minutes for the June 27, 2019 Meeting will be held for review to the August 15, 2019 Meeting.

EXECUTIVE SESSION:

The Board did not meet in Executive Session.

ADJOURN:

VOTE: Mr. Mannetta made a motion to adjourn at 8:25. Seconded by Mr. Fixler. The motion passed in a vote of 3-0.

Respectfully Submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. Copy of 86 High Street Housing Complaint
3. Copy of Article Thirty-Third: Prohibition of Wild or Exotic Animals for Entertainment from 2019 Town Meeting
4. Copy of MGL Ch40 §57
5. Copy of Topsfield Town By-Law Chapter XXV: Delinquent Taxpayers: Licenses and Permits By-Law
6. Commonwealth Medicine Agreement

7. FY20 VNA Care Agreement
8. FY19 Fourth Quarter VNA Report
9. June 27, 2019 Board of Health Meeting Minutes

These Minutes were reviewed and accepted at the August 15, 2019 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.