



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

Minutes of September 18, 2019

6:30 PM

Board Members present were Chair Sheryl Knutsen RN and Members Thomas Mannetta CE, Anthony Alley RN and Larry Fixler RPh. Vice-Chair Gerry Topping was not in attendance. Health Agent Wendy Hansbury and recording Secretary Susan Winslow were in attendance.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

CDC: Center for Disease Control

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Commonwealth Information Network

DPH: Department of Public Health

EEE: Eastern Equine Encephalitis

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

MAVEN: Massachusetts Virtual Epidemiology Network

MDEP: Massachusetts Department of Environmental
Protection

MEMA: Massachusetts Emergency Management Agency

MRC: Medical Reserve Corps

NEMMC: Northeast Massachusetts Mosquito Control

PHEP: Public Health Emergency Preparedness

POD: Point Of Dispensing

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

WNV: West Nile Virus

CALL TO ORDER

Chairman Knutsen called the meeting to order at 6:37 pm.

MEETING MINUTES:

August 15, 2019

VOTE: Mr. Fixler made a motion to accept the Meeting Minutes of August 15, 2019 as written. Seconded by Mr. Mannelta. The motion passed in a vote of 3 in the affirmative and 1 abstention (Mr. Alley).

OLD BUSINESS:

Topsfield Village Shopping Center

Health Agent Hansbury reported that there have been no complaints received regarding the Topsfield Village Shopping Center since the August 25, 2019 Board Meeting. Ms. Hansbury informed the Board that Daybreak Café in the Shopping Center is under new ownership and reopened as The Bagel Bin after passing inspection and obtaining a Food Permit.

NEW BUSINESS:

Alternate Health Agents for Topsfield Fair

The Board reviewed the Health Agent's request to appoint the following people as Alternative Health Agents for the Topsfield Fair, October 4 – 14, 2019.

- Deborah Rogers, current Health Agent for the towns of Newbury and Georgetown
- Virginia Bacon, current Health Agent for the towns of Newbury and Georgetown
- Deborah Ketchen, current Health Agent for the towns of Merrimac and Groveland
- Frank Marchegiani, current Health Agent for the town of Rowley

Ms. Hansbury informed the Board that the cost of these Alternate Health Agents for the Fair will come out of the Professional Services line item which currently has over \$4,000.00 available. Estimated cost for the Alternate Health Agents for the Fair is \$2,000.00

VOTE: Mr. Mannelta made a motion to approve Deborah Rogers, Virginia Bacon, Deborah Ketchen and Frank Marchegiani as Alternate Health Agents for the Topsfield Fair. Seconded by Mr. Alley. The motion passed in a vote of 4-0.

Mosquito Season

Ms. Hansbury informed the Board that MDPH raised the Risk Level for Eastern Equine Encephalitis (EEE) in Topsfield to HIGH as of 5:00 pm on 9/18/19 after a Manchester resident who had been in the towns of Ipswich, Topsfield and Manchester contracted EEE. Because MDPH was not certain where the individual contracted the disease, the risk level in these towns was raised as a precaution. As of 9/18/19 supplemental mosquito trapping is underway in Topsfield and Ms. Hansbury will confer with Bill Mahaffey from Northeast Massachusetts Control (NEMMC) on 9/19/19. Ms. Hansbury asked the Board to give her the authority to take appropriate actions based on MDPH findings and recommendations from NEMMC (9/12/19 letter to municipal Boards of Health with NEMMC Districts Phased Responses to EEE and West Nile Virus by category) regarding spraying, as more information from mosquito testing becomes available. Mr. Fixler informed the Board that he would like the Board to be involved in making the decision whether or not to spray. Chair Knutsen reminded the Board that Ms. Hansbury has been designated by the Board to take the appropriate action. The Board determined that the Health Agent will be allowed to make the appropriate determination regarding spraying.

EDS Command Staff Organization Chart

Chair Knutsen gave the Board an update on the EDS Command Staff Call-Down Primary and Backup organization chart and its importance in the event of an infectious disease outbreak. The Board reviewed the chart.

MA Responds Newsletter

Chair Knutsen noted that the Summer/Fall 2019 MA Responds Newsletter was in each Member's packet.

HEALTH AGENT REPORT:

Health Agent Wendy Hansbury reported the following:

- The 86 High Street Housing Complaint has been resolved.
- 34 Gail Street – neighbor reported that the homeowner had placed a patio over their septic system. Ms. Hansbury has been following up with multiple visits. A camera was sent through the system and determined that no components had been damaged. Vent had been moved and has since been repaired.
- Numerous building permit sign-offs.
- Food Inspections at Bagel Bin.
- Septic repair at 27 Pemberton with multiple inspections.
- Septic repair at 83 Perkins Row with multiple inspections.
- Septic installation at 195 Rowley Bridge Road with multiple inspections.
- Soil Testing at 280 Rowley Bridge Road.
- Soil Testing at 124 Rowley Bridge Road.
- Soil Testing at 48 Pemberton Road.
- Housing Complaint at 27 Haverhill Road.
- Housing Complaint at 151 Perkins Row.
- Preparation for Flu Vaccine Clinics at Town Hall on October 24, 2019 and December 7, 2019.
- Mobile Food Inspection at Sacred Cod Food Truck.
- Follow Up on Naturals Shop – determination made that this business requires a food permit.
- Preparation for Pre-Opening Meetings and Inspections at Topsfield Fair.
- School Wellness Fair November 7, 2019 at Proctor School.

MOTION TO ADJOURN

VOTE: Mr. Alley made a motion to adjourn at 7:37 PM. Seconded by Mr. Mannelta. The motion carried in a vote of 4-0.

Respectfully submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. August 15, 2019 Draft Meeting Minutes
3. Memo from Health Agent dated 9/12/19 - Request to Appoint Alternate Health Agents for Topsfield Fair

4. Web page documentation of professional status of proposed Alternate Health Agents Deborah Ketchen, Deborah Rogers, Virginia Bacon, Frank Marchegiani
5. 9/12/19 letter from NEMMC re: Districts Phased Responses to EEE and WNV by risk category
6. Document: Topsfield EDS Command Staff and Call-Down: Primary and Backup
7. Document: EDS Management Structure
8. Summer/Fall 2019 MA Responds Newsletter

These Minutes were reviewed and accepted at the October 16, 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.