

Town of Topsfield Board of Health  
Meeting of Thursday, July 23, 2015  
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Thursday, July 23, 2015, at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Sheryl Knutsen RN – Clerk; Gerald Topping PE; Joseph Collins Esq.

Others: Anthony DelGaizo PE, Ragg's Inc. re: 3 Ross Road; Fred Fish, owner Ragg's re: 3 Ross Road; Edward Crellin – 3 Ross Road; Daniel Johnson RS re: 17 Silverbrook Road; Joe and Lauren Adams re: 17 Silverbrook; Richard Gandt – resident; John Coulon RS – Health Agent; Susan Winslow – Minutes Secretary

**COMMONLY USED ABBREVIATIONS:**

BOH: Board of Health	MAVEN: Massachusetts Virtual Epidemiology Network
CDC: Center for Disease Control	MDPH: Massachusetts Dept. of Public Health
CEU: Continuing Education Unit	MRC: Medical Reserve Corps
DEP: Department of Environmental Protection	NEMMC: Northeast Massachusetts Mosquito Control
DPH: Department of Public Health	PE: Professional Engineer
EDS: Emergency Dispensing Site	PHEP: Public Health Emergency Preparedness
EMS: Emergency Medical Services	POD: Point Of Dispensing
EP: Emergency Preparedness	RN: Registered Nurse
HHS: Health and Human Services	RS: Registered Sanitarian
HMCC: Health and Medical Coordinating Coalition	TBOH: Topsfield Board of Health
EOC: Emergency Operations Center	TRMRC: Topsfield Regional Medical Reserve Corps
ESHW: Estimated Seasonal High Groundwater	LSAC: Local State Advisory Committee
LPHI: Local Public Health Institute	USFDA: United States Food and Drug Administration
MDPH: Massachusetts Dept. of Public Health	

**Public Information**

**Agenda**

Acting Chair Sheryl Knutsen called the meeting to order at 7:38 PM.

**ELECTION OF CHAIR:**

*VOTE: Mr. Topping made a motion to nominate Sheryl Knutsen as Chair of the Board of Health and offered himself as Vice-Chair. Mr. Collins seconded and the vote carried with Mr. Topping and Mr. Collins in the affirmative and Ms. Knutsen abstaining.*

**MINUTES:**

Board Members reviewed the June 25, 2015 Minutes.

*VOTE: Dr. Guerra made a motion to accept the June 25, 2015 Minutes as written. Ms. Knutsen seconded and the motion carried in a unanimous vote.*

**APPOINTMENTS:** There were no appointments at this meeting.

**HEALTH AGENT REPORT:**

Mr. Coulon informed the Board that there are a number of soil tests and septic repair projects underway in town. He gave a description of the state 'Betterment' program that some residents have inquired about in regard to financing septic repairs. The program offers lower interest rates to borrowers with the municipality acting as a guarantor on the loan. Mr. Coulon gave the example of the type of person who might benefit from this type of program. He was recently contacted by a resident inquiring about the 'Betterment' program because she is 63 years old, lives on disability income and has a 50-year old septic system in failure. The Selectmen have opted not to offer this program in town.

The Board discussed the possibility of Mr. Coulon speaking to Seniors to conduct a seminar on septic systems.

Susan Winslow was instructed to add information to the website informing the public that Mr. Coulon is available to answer questions on septic systems.

Mr. Coulon informed the Board that a new deli will be moving into 17 Main Street. He has been working with the new owner during the past few months to ensure that he will be in compliance.

Mr. Topping inquired about the status of the Coffee Roastery. Mr. Coulon will stop by the Petco Building to follow up.

Mr. Coulon informed the Board that the town is already gearing up for the Fair. The Fairgrounds will be host to the Extreme Mustang Challenge on August 7 and 8.

Mr. Coulon informed the Board that HMCCs are now in existence. Ms. Knutsen and MDPH Intern Alex Moreta continue to work on the Regional EDS Plan at Masconomet Regional High School. He reported that Mr. Moreta has been a positive addition to the Board of Health this summer.

Ms. Knutsen gave the Board an update on the issues surrounding the proposed Regional EDS Site at Masconomet Regional High School and the issue of transportation. She continues to work with the 14 communities in the Coalition.

Mr. Coulon informed the Board that TRMRC Coordinator Arthur Howe III is continuing his effort to update the volunteer list for the TRMRC.

**JOB DESCRIPTIONS:**

Mr. Coulon presented the following job descriptions to the Board for their review and comment: Health Agent, Board of Health Administrative Assistant and Minutes Secretary. The Board instructed Mr. Coulon to include language in the Minutes Secretary position requiring the Minutes Secretary to have a working knowledge of septic systems and the language and terminology used in septic system design and repair.

Mr. Coulon explained that, while the Commonwealth does not require any specific certifications for the position of Health Agent, he has obtained an RS and certifications: soil evaluator, pool operator, food safety, lead paint determinator, playground safety, and others.

**MEETING DATES:** The Board reviewed the proposed dates for FY16 meetings. Ms. Knutsen pointed out that the January date should be January 28.

*VOTE: Mr. Topping made a motion to accept the following meeting dates for FY16: August 27, September 24, October 15, November 19, December 17, January 28, February 25, March 24, April 28, May 26 and June 23. Mr. Collins seconded and the motion carried in a unanimous vote.*

**MONTHLY CASE REVIEW:** Mr. Coulon informed the Board that he recently inspected the upgrade of the Proctor School playground. He also informed the Board that the Essex Agricultural Society is considering the purchase of 23 acres of land on Route 1 for parking during the fair.

**COMMONWEALTH MEDICINE CONTRACT:** Mr. Coulon reminded the Board that the Commonwealth Medicine Contract is an open ended contract until terminated by either party. Commonwealth Medicine handles vaccine reimbursement for private insurance companies and Medicare, withholding 10% from reimbursements as their fee. Susan Winslow was directed to email a copy of the Commonwealth Medicine Contract to Board Members for their review and this issue will be revisited at the August meeting.

**EXECUTIVE SESSION:** Mr. Coulon requested an executive session to discuss personnel matters.

*VOTE: Mr. Topping made a motion to enter into Executive Session and to adjourn the meeting at the completion of the Executive Session. Mr. Collins seconded and the members were polled: Mr. Topping, Mr. Collins and Ms. Knutsen voted in the affirmative and the motion carried in a unanimous vote.*

The meeting adjourned at 9:45 PM.

Respectfully submitted,  
Susan Winslow, Minutes Secretary