

Town of Topsfield Board of Health
Meeting of Thursday, August 27, 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, August 27, at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Sheryl Knutsen RN – Chair; Gerald Topping PE – Vice Chair; Vincent Guerra MD.
Board Member Not Present: Joseph Collins Esq.

Others: 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

Chair Sheryl Knutsen called the meeting to order at 7:42 PM.

MINUTES:

Board Members reviewed the July 23, 2015 Minutes.

VOTE: Mr. Topping made a motion to accept the July 23, 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 gave the Board a General Report of Activities including:

- Preparation for Topsfield Fair including Public Safety Committee Meetings
- School Readiness Meeting at Masconomet High School; review of safety procedures and protocols
- TRMRC Activities: involvement in 12 towns

Arthur Howe III is continuing to contact 265 TRMRC Members to update membership list

Mr. Howe is also participating in webinars and trainings.

He is also maintaining communication with TRMRC members.

- Upcoming MHOA and NEHA Conferences
- Follow up on situation brought to Mr. Coulon's attention by Police Chief:
Horses loose at Ipswich Road Property. Board determined that this is an issue under the purview of the Animal Control Officer and Animal Inspector because it does not meet the threshold of Public Health Nuisance per MGL Chapter 111 Section 125A; 122, 123 and 125

COMMONWEALTH MEDICINE CONTRACT: Mr. Coulon explained that this is an open-ended contract that automatically renews each year unless terminated by either party. The Board agreed that this contract should continue, but because Mr. Collins was not in attendance, Mr. Coulon will follow up with him to ensure that he has reviewed the contract and agrees. Mr. Gandt confirmed that Topsfield requires contracts to be renewed every 3 years, so this contract will be revisited in FY16.

CORRESPONDENCE:

TOBACCO: The Board reviewed a letter received at the Board of Health from the Coalition for Responsible Retailing, a tobacco industry lobby.

EAGLE TOR: Mr. Coulon explained that Eagle Tor is considered a Small System Public Drinking Water Supplier. It serves fewer than 10,000 persons. It is located on Wenham Road. He presented a DEP Notice of Non-Compliance received at the Board of Health. He noted that the notice of Non-Compliance was issued because the Eagle Tor members did not send their Consumer Confidence Report information to the DEP by July of 2015.

NEW BUSINESS:

UPDATING THE FOOD CODE: Mr. Coulon informed the Board that two municipalities in Massachusetts have updated their Food Codes: Newton is using the 2009 Federal Model and Cohasset has adopted the 2013 Federal Model. He explained that Topsfield currently uses the 1999 Federal Model Food Codes, same as MADPH, and he recommends that the Board consider updating the Food Code to the 2013 Federal Model. He informed the Board that the Town of Topsfield, including the Fair, has more temporary food permits than the Big E in West Springfield.

FOOD SERVICE at PROCTOR and STEWARD SCHOOLS: Mr. Coulon informed the Board that Whitsons has been awarded the food service contract at Proctor and Steward Schools, in addition to other schools in the Tri-Town. Whitsons approached the Town Administrator to request a waiver of the \$125 Fee, stating that this had been granted in Middleton and Boxford. Mr. Coulon informed the Board that Topsfield Regulations are specific in regard to the conditions under which a fee waiver is granted, and Whitsons does not meet the criteria.

STUDENT HEALTH RECORDS: Dr. Guerra inquired on behalf of a citizen. He asked if students' health records are checked every year to ensure they are up-to-date. Ms. Knutsen informed Dr. Guerra that, as a Public School Nurse, she can attest that vaccine records are checked and children must be vaccinated unless there is a Religious exemption requested. She informed Dr. Guerra that Massachusetts has won awards for having the highest number of children enrolled in Kindergarten with current vaccine records. Mr. Topping informed Dr. Guerra that he had to provide the Topsfield School with vaccine records to enroll his children.

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 for the purpose of personnel matters. Dr. Guerra seconded and the members were polled: Mr. Topping, Dr. Guerra and Ms. Knutsen voted in the affirmative and the motion carried in a unanimous vote. The meeting adjourned at 11:30 pm.

Respectfully submitted,

Susan Winslow, Minutes Secretary