

Town of Topsfield Board of Health  
Meeting of Thursday, November 19, 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, November 19, 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; Joseph Collins Esq.

Others: Paul Nowak – resident; Richard Gandt – resident; John Coulon RS – Health Agent; Susan Winslow – Minutes Secretary

**COMMONLY USED ABBREVIATIONS:**

|   |   |
|---|---|
| BOH: Board of Health                              | MDPH: Massachusetts Dept. of Public Health      |
| CDC: Center for Disease Control                   | MEMA: Massachusetts Emergency Management Agency |
| 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                            |
| FDA: Federal Department of Agriculture            |   |
| 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         | VNA: Visiting Nurse Association                 |
| LSAC: Local State Advisory Committee              |   |
| MAVEN: Massachusetts Virtual Epidemiology Network |   |

**Public Information**

**Agenda**

Chair Sheryl Knutsen called the meeting to order at 7:33 PM.

**MINUTES:**

Board Members reviewed the September 24, 2015 Minutes.

*VOTE: Mr. Topping made a motion to accept the August 27, 2015 Minutes with two edits. Mr. Collins seconded and the motion carried in a unanimous vote.*

**APPOINTMENTS:**

There were no appointments.

**HEALTH AGENT REPORT:**

Mr. Coulon gave the Board a General Report of Activities including:

- Attendance at Soil Science Course taught by Peter Fletcher including field work at Bradley Palmer State Park. The group joined Mr. Coulon at 7 Town Lane to view a freshly dug leach bed in a system that has failed twice, the most recent repair in 2005. Mr. Coulon estimates that groundwater is actually 2 feet higher than indicated by deep holes conducted in 2000. If this is so, the bottom of this leach field is actually in the groundwater. The group made an assessment and Mr. Coulon will follow up with further inspection after heavy rain predicted this week. He explained that the new system at 7 Towne Lane is a Presby System, so there will not be a large mound for the leach field and he will follow up with the home owner.

- FDA 2013 Model Food Code Mr. Coulon gave the Board a brief explanation of the Federal Model Food Code. He explained that when the MA DPH adopted the 2000 MA Food Code, the 1999 Federal Model Food Code was adopted by reference. However, the authors of the Massachusetts Food Code did not include language that would automatically update the Massachusetts Food Code when updates were made to the Federal Model Food Code, so Topsfield and most MA communities are still operating under the 1999 Federal Model Food Code. Mr. Coulon recommended that the Board consider adopting the 2013 Federal Model Food Code. He explained that many municipalities are updating their Food Code in this manner, citing Cohasset and Newton as examples. This will be revisited at a future Board Meeting.

- Grants: Mr. Coulon informed the Board that the competition for grants is heavy, but Topsfield was among a handful of MA municipalities that received a 2015 Federal Retail Program Standards Grant in the amount of \$2500. This Grant will be used to support his effort to reach compliance with two of the nine FDA Retail Program Standards. A self-evaluation has been conducted and Mr. Coulon is working on finalizing audit dates in January. This audit will be achieved at no cost to Topsfield as BOH staff and MA DPH FPP will reciprocate audits.

Mr. Coulon also informed the Board that we have applied for two 2016 Grants through this program.

- The Board discussed updating the Tobacco Regulations regarding Vaping. Mr. Ron Beauregard from the Healthy Communities Tobacco Control Program will be invited to the January Board Meeting to discuss this issue before Regulations are updated.

- Mr. Coulon gave a description of the recent Drive-Through Flu Vaccine Clinic he assisted with in the city of Peabody. This Clinic included Health Agents from local municipalities as well as Peabody DPW, Police, Fire and Lahey Behavioral Health. The drill utilized the Peabody DPW Barn on Farm Avenue. The clinic was successful in delivering 150 Flu Vaccines while also serving as a drill for an EDS.

- Mr. Coulon gave the Board a synopsis of the LSAC meeting he and Ms. Knutsen attended at the MEMA Headquarters in Framingham on Monday, November 16. Topics included terrorism and self-radicalization.

- Mr. Coulon reported that 100 Flu Vaccines were administered by the VNA at the October 22, 2015 Topsfield Flu Vaccine Clinic at the Emerson Center. He noted the fine work of Faith Theokas RN who is now serving the VNA per diem. Mr. Coulon informed the Board that he is awaiting confirmation of a location for the December 5 Holiday Walk Flu Vaccine Clinic.

## **NEW BUSINESS:**

VISITING NURSE ASSOCIATION SITUATION: Mr. Coulon and Ms. Knutsen gave the Board a description of MIIIS (Massachusetts Immunization Information System) and MAVEN (Massachusetts Viral Epidemiological Network). Mr. Coulon referred the Board to the VNA Situation timeline, letter from Beverly Salate at the VNA, and the follow up email from Jean Callahan from the VNA included in their packets. Mr. Coulon explained that in August, Ms. Salate took over the position at the VNA previously held by Maureen Sendrowski. Mr. Coulon related the following:

- October 27, 2015: The Topsfield Board of Health received a certified letter from Beverly Salate at the VNA indicating that the VNA would no longer be monitoring the town's communicable disease reporting as

of 12/31/15 and that Lionel White from MAVEN would be responsible for assisting Topsfield in finding a replacement to monitor communicable diseases through MAVEN.

- October 27 Mr. Coulon gave a copy of this letter to Faith Theokas RN from the VNA who was in the TBOH office when the letter arrived.
- October 29 - Jean Callahan from the VNA called the Topsfield Board of Health at 10:42 am and spoke to Sue Winslow. At that time, Ms. Callahan expressed her concern that the letter from Ms. Salate possibly misrepresented the situation and assured Ms. Winslow that the VNA did not wish to cancel their contract with the town of Topsfield. Mr. Coulon made a number of attempts to reach Ms. Callahan.
- November 2 – Mr. Coulon received an email from Jean Callahan at VNA indicating that VNA did not want to cancel their contract with the town of Topsfield and she apologized for any miscommunication in Ms. Salate's letter.

Ms. Knutsen indicated that she would like to see a monthly report of MAVEN activity. It was noted that the VNA is contracted to provide quarterly reports of activities to the Topsfield Board of Health.

Mr. Coulon will continue to monitor the situation with the VNA.

TIRE COLLECTION The Board reviewed a letter that had been placed in their packets for the October Board Meeting (cancelled due to a lack of quorum). The Board instructed Mr. Coulon to pursue the collection of tires as part of the Hazardous Waste Pick Up Day.

REVALIDATION OF NPI NUMBER: Mr. Coulon informed the Board that submission of the NPI Number Revalidation Packet and Payment were completed in early October.

*VOTE: Mr. Topping made a motion to adjourn at 9:30 PM. Mr. Collins seconded and the motion carried in a unanimous vote.*

*The meeting adjourned at 9:30 pm.*

Respectfully submitted,

Susan Winslow, Minutes Secretary