

Town of Topsfield Board of Health
Meeting of Thursday, January 28, 2016
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, January 28, 2016, 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; John Morin PE – Designer for 79 Salem Road; Philip Lake Esq. – Attorney for 8 Fuller Farms Road; Ronald Beauregard – Healthy Communities Tobacco Collaborative

COMMONLY USED ABBREVIATIONS:

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| BOH: Board of Health | MAVEN: Massachusetts Virtual Epidemiology Network |
| 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 |
| ESHWT: Estimated Seasonal High Water Table | 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 |
| LSAC: Local State Advisory Committee | TRMRC: Topsfield Regional Medical Reserve Corps |
| MDPH Mass. Dept. of Public Health | VNA: Visiting Nurse Association |

Public Information

Agenda

Chair Sheryl Knutsen called the meeting to order at 7:35 PM.

APPOINTMENTS:

8 Fuller Farms Road – Request to Review Document

Attorney Philip Lake, representing the buyer, Paula Fitzsimmons, appeared before the Board regarding a document titled 'Amended Deed' dated February 11, 1997 found in the file for this address. He asked that the Board review this document. The Board reviewed the document and determined that it did not originate from the Topsfield Board of Health.

VOTE: Mr. Collins made the following motion regarding the document titled 'Amended Deed' dated February 11, 1997: "The Topsfield Board of Health did not put a deed restriction on this property. The Board cannot rescind the deed restriction." Mr. Topping seconded and the motion carried in a unanimous vote.

APPOINTMENTS CONTINUED...

79 Salem Road – Local Upgrade Approval Request

John Morin PE from The Morin-Cameron Group presented a septic design plan for this address and requested a Local Upgrade Approval as noted in his letter to the Board dated December 7, 2015 in which he requested the following:

In accordance with 310CMR 15.405 (1)(h)2), a reduction in separation between the bottom of the soil absorption system and the ESHWT from the required 4' to 3'.

VOTE: Mr. Topping made a motion to approve the Local Upgrade Approval for 79 Salem Road as indicated in Mr. Morin's letter to the Board dated December 7, 2015. Mr. Collins seconded and the motion carried in a unanimous vote.

Tobacco

Ronald Beauregard from Healthy Communities Tobacco Collaborative appeared before the Board with information regarding tobacco issues. He took the following actions:

- Showed Board Members a variety of flavored rolling papers, flavored cigars and 'juices' used in Vaping.
- Presented information on Vaping, Smoking Shops and Hookah Bars and current actions taken by neighboring municipalities regarding these issues.
- Presented a draft set of regulations
- Offered ongoing assistance as the Board reviews and updates the current Tobacco Regulations
- Discussed minimum age, price per pack, cessation sign requirement at point of sale, no sales within 500 feet of a school and grandfather clause, cap on number of Tobacco issued, fine structure

Permits

Mr. Topping offered to review the current Tobacco regulations and report back to the Board with his findings at the February 25, 2016 meeting.

HEALTH AGENT REPORT:

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

- Soil Testing: recent at 9 and 21 Towne Lane, more Feb 22; scheduled tomorrow at 116 Boston Street
- Presentation of National Grid Annual Plan for proposed herbicide spraying under power lines
- Mr. Topping attended Enviro Septic training in Westford, MA today
- Mr. Coulon attended 2 day soil evaluator training taught by Peter Fletcher at Bradley Palmer in Nov.
- Holiday Walk Flu Vaccine Clinic was held on December 5, 2015. Very successful. Highest # doses to date.
- Budget Planning – Fin Com Meeting: Mr. Coulon reminded the Board of this meeting to be held on Monday, February 1 at 7:30 PM in the Proctor School Teacher's Lounge. All are invited.
- Weston & Sampson Semi Annual Landfill Report – Mr. Coulon informed the Board that Steve Shepard, the Parks and Cemetery Commissioner, has addressed issues raised in the report.
- Common Victualler License inspections have been done.
- Mr. Coulon has been invited to and is hoping to attend the National Curriculum Retail Meeting in New Orleans, March 7-12.

HEALTH AGENT REPORT CONTINUED....

- Mr. Coulon has a conflict with the date of the 2016 Wellness Fair at Steward School on March 10, 2016 from 6 – 8 pm (set up at 5:30). Ms. Knutsen, Mr. Topping and Dr. Guerra offered to step in for Mr. Coulon to host the Board of Health and Medical Reserve Corps tables.
- Mr. Coulon informed the Board that he was contacted by the Infectious Disease Specialist from Masconomet Health Care on January 28, 2016 to report an outbreak of contagious illness, possibly Norovirus – tests were being done and results were not available at Meeting time.
- Emergency Preparedness: Mr. Coulon passed out a MEMA bulletin with an update on national response to terrorism.
- Emergency Preparedness: Mr. Coulon informed the Board that he and Ms. Knutsen will be attending training on February 11, 2016 on ESF 8 (Emergency Support Function).
- Mr. Coulon informed the Board that the mosquito borne virus, Zika, is spreading quickly. He will be attending the February 16 NEMMC Meeting and will have more information at that time.
- Mr. Coulon informed the Board that he will be attending the Marijuana Educational Meeting offered by MHOA, March 11, 2016. All are welcome.
- Mr. Coulon reported that he is monitoring an ongoing housing dispute involving a tenant and landlord at 221 Washington Street. He has made numerous visits to the property. Police and Fire have been to the property as well. He is continuing to monitor the situation.
- Voluntary Retail Program Standards Audit – Mr. Coulon and Ms. Winslow went to the State Laboratory in Jamaica Plain on Monday, January 25, 2016, where Mr. Coulon conducted an audit of FDA National Voluntary Retail Program Standards 5 and 7 for the Mass. Food Protection Program (MA FPP). A representative from the Food Protection Program will be conducting an Audit of the same Standards for the Town of Topsfield in March, 2016. Mr. Coulon reminded the Board that the Board of Health received a grant from the FDA for the preparation and review of Standards 5 and 7 in 2015. The Topsfield Board of Health was selected to receive grant funds again in 2016 to continue this effort. The exchange of audits with MA FPP allows each entity to stretch limited funds.
- Mr. Coulon reported that he attended a meeting with a group of towns that are working together with a regional grant to hire an individual to conduct a review of the 2013 Federal Model Food Code. The purpose is to assist the towns in adopting this code. Grant funds will also include training for Regulators.

Situation Regarding VNA and Beverly Salate:

Mr. Coulon referred the Board Members to a synopsis of the situation as outlined by Susan Winslow. Mr. Coulon cited three instances as reflected in the synopsis where Ms. Salate has acted in a way that violates the VNA contract.

The Board instructed Mr. Coulon to write a letter to the VNA requesting that a representative of the VNA who acts in a supervisory capacity to Ms. Salate attend the February 25, 2016 Meeting.

COMMUNICATION

- Mr. Coulon presented the Board with a letter received at the Board of Health from Coneco regarding a release of Non-PCB Mineral Oil Dielectric fluid at Pad No. 5 at 2 New Meadow Lane. This was for information purposes only; no action necessary.
- Mr. Coulon indicated that he would like to send a letter of thanks to Inspectors who assisted at the 2015 Topsfield Fair. The Board instructed Mr. Coulon to make it so.

VOTE: Mr. Topping made a motion to adjourn at 10:30 PM. Mr. Collins seconded and the motion carried in a unanimous vote.

The meeting adjourned at 10:30 pm.

Respectfully submitted,

Susan Winslow, Minutes Secretary