



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

Minutes of December 18, 2019

6:30 PM

Board Members present were Chair Sheryl Knutsen RN, Vice-Chair Gerry Topping PE and Members Thomas Mannetta CE, Anthony Alley RN and Larry Fixler RPh. Health Agent Wendy Hansbury and recording Secretary Susan Winslow were in attendance. Selectman Dick Gandt and Town Administrator Kevin Harutunian 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: Community Outreach 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 6:30 pm.

MEETING MINUTES:

November 20, 2019

VOTE: Mr. Topping made a motion to accept the Minutes of November 20, 2019 as written. Seconded by Mr. Mannetta. The motion passed in a vote of 4-0 with 1 member (Mr. Alley) abstaining.

OLD BUSINESS

Topsfield Village Shopping Center

Ms. Hansbury informed the Board that there have been no complaints regarding the Topsfield Village Shopping Center since the October 16, 2019 Meeting.

Topsfield Fair Revenue

Ms. Hansbury reported that Board of Health revenue from the Topsfield Fair was \$19,000.00 for food permits while Professional Services fees for inspection support amounted to \$2,500 for the 2019 Fair. The \$2,500 figure does not include Board of Health staff hours invested in Fair preparation. Ms. Hansbury reminded the Board that fees collected are applied to the Town's General Fund, while Professional Services fees are paid from the Board of Health budget line item. The Board of Health does not have a revolving account.

Fee Schedule

The Board reviewed the proposed new fee schedule.

VOTE: Mr. Topping made a motion to accept the new Fee Schedule, effective immediately. Seconded by Mr. Alley. The motion passed in a vote of 5-0.

Update on Chapter LXVII Wild and Exotics Animals By-Law

The Board reviewed comments drafted by the Health Agent and Chairman Sheryl Knutsen outlining concerns about this By-law relative to the Board of Health. The Board determined that this By-law is not applicable to any aspect of the Board of Health jurisdiction. Ms. Hansbury will draft a letter to the Selectmen explaining this determination and requesting removal of the Board of Health as enforcement agency for the By-law.

2019 Flu Vaccine Clinics

Ms. Hansbury thanked Mr. Alley and Ms. Winslow for their help during the Holiday On The Green Flu Vaccine Clinic on Saturday, December 7, 2019. Ms. Hansbury reported that 28 vaccines were administered during that event, and 114 were given during the October 24, 2019 Flu Vaccine Clinic. The Board of Health spent \$3605.83 on flu vaccine. Flu Vaccine Rosters have been submitted to Commonwealth Medicine. Funds recovered from the submission of the flu vaccine rosters will go directly to the Town's General Fund.

Mr. Fixler suggested that next year, the Board of Health should request the use of the Police Department electronic sign to help publicize the events.

Tobacco Control

Ms. Hansbury informed the Board that on November 27, 2019, the Act Modernizing Tobacco Control was signed into law by Governor Baker. The new law includes a ban on mint, menthol and wintergreen tobacco flavors. Ms.

Hansbury informed the Board that MDPH is developing informational seminars for retailers that will be either mandatory or voluntary. Ms. Hansbury will keep the Board informed about developments.

NEW BUSINESS

Collection and Disposal of Dead Animals

Ms. Hansbury informed the Board that as of April 1, 2020, the Park and Cemetery Department will no longer handle dead animal pickups and disposal. The Park and Cemetery Commission wishes to turn the responsibility over to the Board of Health at that time. The current line item in the Board of Health Budget will not cover the expense of this responsibility. Currently, dead animals in public roadways are picked up by the state on state roads, and by the Park and Cemetery employees on Town roads. The burial pits in current use are nearing full capacity. Ms. Hansbury outlined the following options for the disposition of dead animals on public roadways:

- Determine a new location for burial pits in Topsfield.
- Rent a freezer to be placed in a shed at the Park & Cemetery building to store dead animals before they can be sent to a crematorium.
- Work with Wolf Hollow in Ipswich for disposal of animals.
- Work with a private contractor to handle pick up and disposal.

Ms. Hansbury reported that she is researching all options including gathering information from other towns in the region. Ms. Hansbury estimates that the Board of Health will need at least \$4,300 in FY21 to cover the expense for the removal and disposal of dead animals. Ms. Hansbury will give the Board an update on this item at the January 18, 2020 Meeting.

Selectman Gandt left the Meeting at 7:21 PM.

Clarification on Limited Retail Food Permit

Ms. Hansbury informed the Board that the Massachusetts Food Code no longer requires permitting for pre-packaged, potentially non-hazardous foods including gum and candy bars which traditionally fell into the category of Limited Food Permit. For this reason, Topsfield will no longer issue a Limited Retail food permit.

Emergency Dispensing Site (EDS) Tabletop Exercise Preparation

Ms. Hansbury reminded the Board that the Emerging Infectious Disease Tabletop Exercise will be held on 1/30/2020 at 8:00 am at the Topsfield Fairgrounds. Ms. Hansbury thanked Ms. Knutsen and Mr. Mannetta for attending the 12/16/2019 Planning Meeting. The second planning meeting will be held on 1/9/2020 in the First Floor Conference Room. Chair Knutsen recommended that Board Members watch the informational video produced by the Upper Merrimack Valley Medical Reserve Corps explaining the preparation, staffing and management of an Emergency Dispensing Site (<https://www.youtube.com/watch?v=nnjK-KGYJaw>).

FY2021 Budget

Ms. Hansbury reviewed the proposed FY2021 Budget. Ms. Hansbury invited members of the Board to attend the Finance Committee meeting to support the proposed Budget. Ms. Hansbury will inform Members when the date is set. The Board commended Ms. Hansbury on developing a strong budget proposal for FY2021.

Mr. Harutunian left the Meeting at 7:30 PM.

Review of R1-2: Supplemental Regulations to 310 CMR 15.00, The State Environmental Code, Title 5

There will be a Public Hearing at the January Meeting regarding changes to R1-2: Supplemental Regulations to 310 CMR 15.00. Ms. Hansbury will work with Mr. Topping to create a draft of the proposed changes prior to the Public Hearing. The Public Hearing will be duly advertised in the newspaper.

HEALTH AGENT REPORT

Ms. Hansbury reported that, in addition to regular office duties, she has been engaged in the following:

- Housing Court re: 151 Perkins Row (January 8, 2020 court date).
- Soil Testing at 43, 45, 53 Perkins Row.
- Multiple septic installations.
- Food inspections for Common Victualler Licenses.
- Badging system is operational, purchased with TBOH Emergency Preparedness funds.
- Follow up on animal complaint during COA congregate meal.
- Follow up on resident complaint regarding sewage running over ground on Perkins Row (nothing observed on site visits).
- Landfill: Health Agent will be working with Park & Cemetery Superintendent Steve Shepard on future monitoring of landfill.

MOTION TO ADJOURN

***VOTE:** Mr. Topping made a motion to adjourn at 7:52 PM. Seconded by Mr. Fixler. The motion carried in a vote of 5-0.*

Respectfully submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. Draft Minutes of November 20, 2019 Meeting
3. Proposed Fee Schedule
4. Chapter LXVII – Prohibition of Wild or Exotic Animals For Entertainment By-law
5. Document: Wild/Exotic Animal By-law Comments
6. Document: Cost Breakdown for 2019 Flu Vaccine Clinics
7. R:1-2 Supplemental Regulations to 310 CMR 15.00, The State Environmental Code, Title 5
8. F21 Budget – Department Request
9. Letter of December 11, 2019 from Health Agent to Town Administrator Harutunian re: Dead Animal Pick-Ups
10. Document: Dead Animal Pickups and Disposals – Town of Topsfield Parks & Cemeteries Department
11. Letter of December 5, 2019 from Parks & Cemeteries Commission Chairman Steve Mscisz to Topsfield Board of Health

These Minutes were reviewed and accepted at the January 15, 2020 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.