



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

Minutes of January 15, 2020

6:30 PM

Board Members present were Chair Sheryl Knutsen RN, Vice-Chair Gerry Topping PE and Members Anthony Alley RN and Larry Fixler RPh. Member Thomas Mannetta was not in attendance. Health Agent Wendy Hansbury and recording Secretary Susan Winslow 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 6:34 pm.

APPOINTMENTS:

There were no appointments at this meeting.

MEETING MINUTES:

December 18, 2019

VOTE: Mr. Alley made a motion to accept the Minutes of December 18, 2019 as written. Seconded by Mr. Fixler. The motion passed in a vote of 3-0.

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 December 18, 2019 Meeting.

Low Interest Septic Loan Program

Ms. Hansbury informed the Board that she met with the Town Administrator, Town Accountant and Town Treasurer to discuss the Commonwealth's Mass. Water Pollution Abatement Program, a program that offers low-interest betterment loans to residents for the purpose of repairing/replacing septic systems. If the Selectmen approve, this item will be placed on the Town Warrant for the May 5, 2020 Town Meeting with a request to borrow \$200,000 from the state. The loans are not tied to credit score and have a 20-year payback time frame. The Town borrows the funds at 2% interest. The Town may loan the money to residents at up to 5% to ensure that administrative costs are covered.

Collection and Disposal of Dead Animals

Ms. Hansbury informed the Board that she found a local contractor, Jesse Warren, of TW Excavating Inc., Newbury, MA, who is willing to remove and dispose of dead animals in the Town of Topsfield at a cost of \$150.00 per pick-up during business hours and \$195.00 per pick-up outside of business hours. Mr. Warren's services will cover animals over 5 lbs. in size on public roadways. However, smaller animals will be picked up and disposed of at schools, bus stops and in the downtown area. This service will not extend to private property. The Board thanked Ms. Hansbury for helping to solve the problem that arose when the Park & Cemetery Department announced that as of April 1, 2020, their employees will no longer handle this task.

Mr. Topping joined the meeting at 6:47 pm

NEW BUSINESS

Event Permitting

The Board reviewed Ms. Hansbury's document regarding clarification on food permitting under the Merged 2018 Food Code. The Board reviewed the items in the document including:

- The current Food Code does not allow umbrella permitting. In the past, the Grow Spring! Event has utilized umbrella permitting, but this will no longer be allowed.

- Food vendors will be required to obtain an annual or temporary food permit unless the vendor meets the criteria for a fee waiver updated by the Topsfield Board of Health on 9/24/2015 or an exemption under the Merged 2018 Food Code.
- Temporary food vendors who do not have direct bare-hand-to-food contact will be allowed to use hand antiseptic solution in lieu of a hand washing station.
- Temporary food vendors who pose minimal risk of causing or contributing to foodborne illness based on the nature of the operation and extent of food preparation will not be required to submit Safe Food Manager certification.

VOTE: Mr. Topping made a motion to accept the guidelines summarized in the 1/15/2020 document submitted to the Board by Health Agent Wendy Hansbury. Seconded by Mr. Alley. The motion carried in a vote of 4-0.

Six-Month Health Agent Employee Review

The Board conducted the required six-month performance review of Health Agent Wendy Hansbury according to the Town of Topsfield Performance Review and Professional Development Plan for Management form. Ms. Hansbury joined the Town of Topsfield on July 24, 2019. The following professional goals were discussed:

- Continue working on Emergency Dispensing Site Plan
- Work on updating Board of Health regulations
- Create guidelines for temporary food vendors to be placed on website
- Coordinate mosquito response with Middleton and Boxford
- Move forward with effort to digitize forms and documents

Ms. Hansbury has been at Grade 7, Step 4 during the six-month probation period. The Board reached a consensus that Ms. Hansbury has earned the promotion to Grade 7, Step 5. The Board also commended Ms. Hansbury for the job she has done thus far in the role of Health Agent.

Chair Knutsen will follow up with the proper documentation to the Town Administrator.

EEE Listening Session

Chair Knutsen informed the Board that recently attended a listening session regarding the 2019 response to EEE in the Topsfield area. Local stakeholders were encouraged to share thoughts and concerns in an effort to improve future communication and response.

R:1-2 Supplemental Regulations to 310 CMR 15.00 The State Environmental Code

Ms. Hansbury informed the Board that the Public Hearing regarding updating R: 1-2 Supplemental Regulations to 310 CMR The State Environment will be held at the February 19, 2020 Meeting. The Public Hearing will be duly advertised in the Tri-Town Transcript on January 16, 2020 and January 23, 2020. It will also be noted on the Town Website and be included in the announcements at the Selectmen's meeting. The Board thanked Mr. Topping and Ms. Hansbury for their work on preparing the proposed changes.

CORRESPONDENCE

The Board reviewed the following:

- VNA Second Quarter Report

- Notice to Tobacco Retailers re: Training sessions to be held on February 4, 2020
- Flyer for Tri-Town Coalition event: "Are the Children Well?"

HEALTH AGENT REPORT

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

- Housing Court attendance re: 151 Perkins Row on January 8, 2020
- EDS Tabletop Planning Exercise on January 9, 2020
- 124 Rowley Bridge Road septic repair is completed
- Highway Superintendent Gary Wildes assisted the BoH with tire replacement on the Public Health Emergency Preparedness trailer
- Meetings regarding FY21 Budget with the Town Administrator Kevin Harutunian and Board of Selectmen
- 2020 License and Annual Permit renewals are underway
- Meeting with residents at Little Brook Village regarding concerns about feeding wild animals

MOTION TO ADJOURN

VOTE: *Mr. Fixler made a motion to adjourn at 8:16 PM. Seconded by Mr. Topping. The motion carried in a vote of 4-0.*

Respectfully submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. Draft Minutes of December 18, 2019
3. Town of Topsfield Performance Review and Professional Development Plan for Management
4. Board of Health Agent job description
5. Health Agent document outlining temporary food permitting process
6. Notice to Tobacco Retailers re February 4, 2020 Training
7. VNA Care FY20 Second Quarter Report
8. R:1-2 Supplemental Regulations to 310 CMR 15.00 The State Environmental Code
9. Flyer: Tri-Town Coalition event "Are The Children Well?"

These Minutes were reviewed and accepted at the February 19, 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.