

TOWN OF TOPSFIELD
Topsfield Board of Health
Meeting of Thursday, April 17, 2008
Topsfield Library Meeting Room

7:39 PM – With a quorum present, Mr. Hunt called the meeting to order.

Present: William Hunt, Chair; Sheryl Knutsen; Michael Waltermire; Vincent Guerra; Deborah Colbert
Also Present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary

Abbreviations used:

TBOH- Topsfield Board of Health

Public information:

Agenda

APPOINTMENTS

Fee Waiver Request Essex County Needlework Guild

Two members from the Essex County Needlework Guild were present and told the BOH that the Guild is holding a show in Coolidge Hall (Topsfield Fair Grounds) on the 7th of May. There will be tea sandwiches and desserts served. The Guild will not be selling food and are requesting fee waiver of \$50.

The criteria to grant a fee waiver were reviewed.

Ms. Colbert made a motion to waive the fee as requested. The motion was seconded and carried unanimously.

Fee Waiver Request NFI (North America Family Institute) Massachusetts, Inc. – Jean Manni

The Health Agent informed the TBOH that the NFI is hosting an event at the Fair grounds in May and the clients are serving breakfast and lunch.

Mr. Coulon noted that his call to this group has gone unreturned.

The TBOH observed that there are two meals being served along with a local caterer bringing in food.

Mr. Coulon does not know who is going to cater the event.

Mr. Coulon told the BOH that he is envisioning 45 minutes to an hour of his time for this event.

Discussion followed if this request complies with the criteria to make the determination for a fee waiver.

Discussions followed to authorize the Health Agent to issue a waiver if the request meets the five criteria.

Mr. Coulon noted that it would be at the BOH discretion to grant those waivers that do not comply with all five criteria.

Mr. Coulon reviewed the risk guidelines for food safety.

The TBOH also agreed that if Mr. Coulon refuses a request

Mr. Guerra made a motion that John Coulon be authorized to make decisions for granting a fee waiver based on 5 points: timely applications (not for after fact filings), level of risk to the public, 501C3 corporation, good compliance history, and Health Agents time (inspections, phone time) be at the discretion of the health agent who may act at his own discretion and bring before the BOH any questions regarding this criteria.

Mr. Guerra made a motion to amend John Coulon's name to "Health Agent". The motion was seconded and carried unanimously.

The original motion was seconded and carried unanimously.

Discussion regarding the process of cooking the turkey's at the church for the fair grounds
Mr. Coulon spoke with Charlie Itz from the Congregational Church regarding the Church's food booth at the Topsfield Fair.

Mr. Coulon reported that he was supplied with the instructions given to people who handle the turkeys. The written process was also submitted cooking the turkeys.

Mr. Coulon referred to HACCP – Hazard Analysis and Critical Control Point) which is used to identify problems, i.e. food born illnesses, viruses. Poultry is high on the list of potential food born pathogens. He reviewed that turkeys are delivered daily and picked up by 6 pm, cooked by 830 pm etc.

Mr. Coulon informed the Board that he has stated working with the Church to assure food safety and is not looking to shut down the booth.

It was added that about ten turkeys are cooked daily during the Fair.

The Board identified their first concern is that people are wearing latex gloves.

Mr. Coulon reviewed the correct handling of potentially hazardous foods.

The Board discussed each person using a log to record temps and times.

The Board requested that the Health Agent put together the proper handling for the Church.

Mr. Coulon responded that the church has ovens and it is part of the discussion with Charlie to use these instead of sending turkey's home.

HEALTH AGENT'S REPORT

Update on Statewide Regionalization of Public Health – (Standard agenda item) No update.

Status of Topsfield Beaver Mitigation Effort

Mr. Coulon reviewed that emergency permits were issued for beaver trapping. Permits are issued to the Water Superintendent and the DPW Superintendents only to hire the proper licensed trapper.

He identified the health risks to rising water from beaver dams and that nine sites were identified as emergency areas and were targeted for trapping.

He identified the permits are good for ten days. The trapping season ends April 15th; all traps have been pulled.

He gave additional reports regarding the beaver mitigation effort including some issues that arose with the Audubon regarding the trapping, and that some traps were released within 24 hours of being set.

The BOH agreed that trapping is necessary for public health reasons and Mr. Coulon reviewed the State criteria for issuing a trapping permit.

A lengthy discussion followed.

Status of local Medical Reserve Corps – Region 3

Mr. Coulon explained that this is a list of local resources in Emergency situations.

Topsfield belongs to a Corps out of Amesbury. One hundred and seven volunteers are listed.

This is coordinated by volunteers and government money and currently this Corps does not have a director.

Mr. Coulon is questioning if Topsfield can be the host town adding that Topsfield is under represented.

Mr. Coulon will meet with the Topsfield Local emergency Planning Committee and asked for the Boards direction. There is emergency money available from the Home Land Security for the host town.

A person will be hired to coordinate this Corps. A resume has been submitted to the TBOH office for this position from an experienced coordinator.

It was the Consensus of the Board for him to continue as presented.

Review of Topsfield Communicable Disease Data
NO Action required

Status of Possible Town-Wide Use of “Inspectional Services Specific” Computer Program (Standard agenda item) No update.

Review the Northeast Massachusetts Mosquito Control and Wetlands Management District Best Management Practice Plan (BMP) for Topsfield and the District Vector Management Plan for the region. – This information was in the Boards packet for review.

OLD BUSINESS

VOTE: Review and approve January and February Meeting Minutes

This item was removed from the agenda due to these minutes having been previously approved; no action was taken.

Question of “Tri-Town” Public Health Nurse

Review Beverly Hospital Community Needs Assessment Project presented by Alec McKinney of John Snow, Inc. at the February 28th meeting.

NEW BUSINESS

Proposed Use of New Emergency Preparedness Funds

Massachusetts Department of Health money is being used to hire a person to review emergency preparedness in town.

Mr. Coulon explained in detail the relationship between this program and the Medical Reserve Corps.

The Board suggested that an article is in the local paper regarding Topsfield participation.

Correspondence

Financials

Review and Sign Bill Warrant

March Revenue Report

Executive Session

Mr. Waltermire made a motion to enter into ES and to return to open session for the purpose of adjournment.

The motion was seconded and approved unanimously by roll call vote.

10:14 PM

Mr. Hunt made a motion to return to open session. The motion was seconded and carried unanimously by roll call vote.

10:15 PM - The TBOH returned to open session and on a motion by Ms. Colbert to adjourn it was unanimous to do so.