



The TBOH reviewed the history with the Topsfield Village Shopping Center to repair the failed septic system.

The TBOH reviewed the town bylaw language.

The Agent reviewed recent conversations with the Flumps, owners of the TVSC regarding the progress to date.

The TBOH noted their concern that the buildings are becoming uninhabitable.

The Agent stated that there are no pumping records on file. The missing records will be requested as per the agreement. The TBOH determined that the deadline is July 17, 2008. This is allowed by Title V by cause.

*Mr. Hunt made a motion to require that all pumping records be delivered to the TBOH office by close of business on 7-17-08 and that all future pumping records be provided to the TBOH office within two business days after a pumping. Failure to comply will result in the Disposal Works Construction Permit to be revoked. The TBOH Agent will notify the property owner of this vote in writing via Certified Mail.*

*The motion was seconded. Discussion followed. The motion carried unanimously.*

*Mr. Hunt made a motion that the TBOH submit to the BOS that the Non Criminal Disposition be on the next Town Meeting Warrant. Discussion followed. The motion was seconded and passed unanimously.*

## ***II. HEALTH AGENT'S REPORT***

Question of Tri Town Public Health Nurse - No update.

Review Beverly Hospital Community Needs Assessment Project – No update

Update on Statewide Regionalization of Public Health - The Chairman reported that two BOH members and the Health Agent spoke to the BOS regarding the regionalization. Mr. Hunt reported that by in large the efforts were supported by most of the BOS. He also recognized Health Agent John Coulon for his presentation.

Mr. Coulon reported that the Attorney's met June 19<sup>th</sup>. The Coalition, of which Topsfield is a part of, has an agreement that is being reviewed at the state level. It will be returned to the local municipalities for review. It is expected to be ready for review by the town Boards/Communities in a month. Mr. Coulon noted that the agreement has been well received at state level and may be considered as a statewide template.

Status of Beaver Mitigation – The Health Agent reported that any further action will wait until November. He noted that any interference with trapping is enforced at the State level by the Environmental Police; the town does not need to put penalties in place.

Status of local Medical Reserve Corps – Mr. Coulon reported that grant money is available and three consultants have been hired to contact residence on the current list and develop a target mailing to those with medical credentials first followed by non medical personal. Letters will be reviewed by the health agent prior to mailing. Courses are available through the town and state e.g. mass feeding, sheltering, first aid.

Mr. Coulon stressed that this is in no way an attempt to replace the Red Cross, but to work in conjunction with and to supplement the Red Cross.

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. – No update.

Proposed Use of Emergency Preparedness Funds \$7,000 available for Town specific use and \$20,000 available for regional use - Mr. Coulon reviewed the use of the money and deadlines in place. The Board questioned if supplies are being purchased and what storage is in place. Mr. Coulon said that materials are not to be stored in the town hall.

Communicable Disease Report – No update.

### **III. NEW BUSINESS**

#### Staff Evaluations

Mr. Coulon explained that both he as the Health Agent and Catherine Tinsley as minutes secretary must fill out an Employee Self Evaluation. He noted that he will review Ms. Tinsley's evaluation and the Board needs to review his self evaluation. This will be done in ES.

Review risk level assigned to Food Service Establishments – *Mr. Hunt made a motion to move this item to the next meeting. The motion was seconded and carried unanimously.*

### **IV. COMMUNICATION**

Thank you note from Pan Mass Challenge for Kids

### **V. FINANCIALS**

Review and Sign Bill Warrants for June and July

### **VI. OTHER BUSINESS**

Ms. Knutsen requested the financials related to the flu shots.

### **VII. EXECUTIVE SESSION**

*10:13 PM - Dr. Guerra 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.*

10:48 PM - Ms. Knudsen made a motion to return to open session. The motion was seconded and carried unanimously by roll call vote.

10:50 Dr. Guerra made a motion to adjourn and it was unanimous to do so. Please refer to the draft letter – Page 4 of these minutes.

Respectfully submitted by Catherine Tinsley

**Draft Letter: As drafted by the TBOH**

The Board asked the agent for a draft letter for the board to sign protesting the accounting of the funds received for reimbursement of flu vaccinations from Medicare and Medicare advantage insurance where by the money that was obtained solely through BOH efforts was credited to the general revenue of the town yet the fee was charged out of the BOH budget.

Since 1993, Medicare has made available funds to reimburse municipalities for the admin of influenza and numococil vaccine to Medicare beneficiaries.

Since 1998, Medicare advantage health insurance plans have provided similar reimbursements for administration for vaccines.

Topsfield has historically ignored applying for these funds.

Through the efforts of the BOH, and particularly board member Sheryl Knudsen, was able to obtain reimbursements for the past several years. Since Topsfield has been participating in this program the town has received thousands of dollars in reimbursement.

It has recently come to our attention that these revenues are being deposited to the general fund without being then having been credited to the BOH in the town accounting records, yet at the same time, the fee for collecting these funds is being charge to the BOH budget.

Yet at the same time the necessary consultant fees incurred in the collection of fees have been charged to the BOH budget.

The purpose of this letter is to protest this accounting. We ask that the BOS instruct the town manager to have the acct records reflect the Medicare reimbursements appear as BOH generated revenue in the same way all other revenues generated by the BOH appear in the financial records of the town.

William Hunt, Chair  
Sheryl Knutsen  
Vincent Guerra  
Deborah Colbert  
Michael Waltermire