

Approved 1.26.2012
TOPSFIELD BOARD OF HEALTH
Meeting of Thursday, December 8, 2011 ~ 7:30 pm
Topsfield Town Hall, 8 West Common Street

With a quorum, present Mr. Hunt called the meeting to order at 7:37 pm
Board Members Present: William Hunt, Chair; Sheryl Knutsen, Clerk; Wade Goldman; Dr. Vincent Guerra; Gerry Topping
Also present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary, Selectman Dick Gandt

Abbreviations Used:
BOH Board of Health
HA Health Agent
GPD Gallons Per Day

Public Information:
Agenda

APPOINTMENTS

78B Alderbrook Drive: Variance request from Topsfield Regulations GPD to Title V.

This is a repair to an existing system of a four-bedroom home.

Present: Tom Manna, Manna Associates; Steve Wilson, homeowner

Mr. Manna reviewed a plan with a new, two-compartment 2000-gallon tank and a new leach field. He reported a clerical error labeled this as a three-bedroom home. A lengthy discussion followed regarding the number of bedrooms.

The Board took under consideration that the original design flow was 600 GPD/ per bedroom on both repair permits of 1977 and 1990, noting 440 GPD is sufficient to treat effluent coming from the house and protect ground water and increasing the plan to 800 GPD will not change the treatment of the effluent.

Selectman Gandt provided the Assessor's record confirming this home is considered and taxed as a four-bedroom home.

Mr. Topping moved the BOH grant the variance request for upgrade of 78B Alderbrook Drive to a four-bedroom home and further grant the variance from local regulations from 200 GPD to Title V 110 GPD.

Ms. Knutsen seconded and the motion carried by majority vote with Mr. Hunt voting in the negative and Mr. Goldman abstaining.

Mr. Coulon noted that other properties in town have the same issue. The Board acknowledged Mr. Coulon for bringing this to the attention of the Engineer.

VOTE: 83 Asbury Street: Variance request from Topsfield Regulations GPD to Title V

Present: Nina Streeter, homeowner; Alan Rosco, Hancock Associates

Mr. Coulon collected the certified receipt abutter notification.

This is a repair to an existing system for a 12-bedroom home (includes guest cottage) currently served by a cesspool.

A septic tank will be located behind the main house. This is a pressure/pump system.

Mr. Goldman moved to approve the variances as requested and outlined in the letter dated November 16, 2011 from Hancock Associates for 83 Asbury Street. Dr. Guerra seconded and the motion carried unanimously.

VOTE: 202 Haverhill Road: Waiver of change of use requirement

Present: Mary MacDonald, Karl Ackerman homeowners

Ms. MacDonald and Mr. Ackerman explained they started an Internet business supporting caregivers of families with chronic illness.

They are considering expanding their business to on site day care respite and classes for care givers.

The proposal is to hold classes up to 24 weeks a year with an estimated 6 to 12 people attending.

No food will be provided. Because an event center would technically be a change in use, Title V provisions for such must be addressed.

The BOH referenced a 2007 Title V inspection identifying two cesspools on the property dating back to 1909. The only plans on file are for the two-bedroom guest cottage (400 GPD); plans for the original 4-bedroom house do not exist in the BOH file for this property.

The BOH reviewed the required GPD for an institutional function hall at 15 GPD per seat. It was observed an engineer's on site evaluation is needed regarding the size (dimension of the cesspools).

The owners will seek zoning approval before going forward.

VOTED: 41 Surrey Lane: Request to extend percolation test validity.

The applicant/representative did not appear before the Board. No action was taken.

VOTE: 15 Kinsman Lane: Variance requests

Present: Jon Whyman, Installer; Sean Magnus, prospective homeowner

This is a septic repair to an existing system for a three-bedroom home.

The BOH referenced a plan dated November 7, 2011. Mr. Whyman explained the reason for the variances is due to the small lot and he will file with the Conservation Commission to building within the buffer zone.

The variances sought include reduction of separation of ground water from 4 to 3 feet (with pump split house slab on grade); Reduction in setback from 10 to 6 feet from property line; reduction from required 20 to 17 feet from foundation; and reduction of Topsfield Regulations of 200 GPD to Title V 110 GPD.

It was noted the plan needs revisions showing the adjusted delineations before being approved.

The BOH took no action and informed Mr. Whyman and Mr. Magnus that a corrected plan with revisions must be submitted.

NEW BUSINESS

Vote: October Minutes

Dr. Guerra moved to accept the minutes of the **October 25, 2011** BOH meeting as amended.

Mr. Topping seconded and the motion carried unanimously.

Draft Action Plan for Regulatory Reform at Mass Department of Environmental Protection (DEP)

Mr. Topping summarized for the Board that one of the salient points of this plan from DEP is to contract with a group in Barnstable County to do testing for new innovative technique and equipment instead of DEP employees doing this testing. DEP plans to retain its regulatory authority after reviewing results of these scientific tests.

DEP requested comments from local BOH regarding this draft action plan.

Introduction of a review of Topsfield Board of Health Supplemental Septic Regulations

Mr. Topping introduced document "Topsfield Board of Health Regulations Review" dated December 8, 2011

The Board was asked to review this document and prepare to discuss at future meetings in January and February.

OLD BUSINESS

VOTE: TBOH position on Head Lice Protocol: 'No Nits Policy' tabled from previous meeting (October 25, 2011)

Mr. Coulon reviewed that the Tri-Union Nurses have requested the Boards of Health, in their respective jurisdictions, consider establishing a policy for the school system regarding head lice.

The Tri-Union Nurses have for a number of years acted under the school system "No Nits Policy" that a child with head lice is sent home; there are parents asking this policy be withdrawn. The Tri-Union nurses are asking local Boards of Health to support rescinding the "No Nits Policy".

Ms. Knutsen reported the NSNA (National Association of School Nurses) and the American Academy of Pediatrics do not consider nits/head lice hazardous but rather a nuisance and it is not necessary to send children home from school.

The Health Agent supported the Tri-Union Nurses and recommended the TBOH go on record as supporting the Tri Union Nurses' policy as established by two national recognized professional organizations. The TBOH recognizes the Tri Union Nurses' right to change policy.

Ms. Knutsen moved the BOH support the Tri-union nurses endeavors to establish a policy for head lice in accordance with the recommendation of NASN and the AAP. Dr. Guerra seconded. The motion did not carry with Mr. Hunt, and Mr. Goldman voting in the negative and Mr. Topping abstaining and Ms Knutsen and Dr Guerra voting in favor.

HEALTH AGENT'S REPORT

Flu Clinic Report

The Health Agent reported the second Flu Clinic of the season was held during the Holiday Walk; 55 doses were administered.

Those that participated were thankful for the convenience of the clinic on Main Street during the Holiday Walk.

Mr. Coulon recommended this clinic be held annually.

Emergency Preparedness booklets were also handed out to Topsfield residents.

Mr. Coulon asked for the approval of the Board that the Health Agent issue letters of appreciation to MRC (Medical Reserve Corps) volunteers, Chair of Board of Selectmen for arranging for the storefront location and chairs, and Leslie Eckhardt, owner of the storefront. The Board concurred.

Emergency Preparedness / Medical Reserve Corp - Update including Topsfield Emergency Preparedness Booklet status

Mr. Coulon reported the Emergency Preparedness Coalition had a change of officers. Mr. Coulon continues to be a member of the Executive Board of the Coalition

Mr. Coulon recently attended the Medical Reserve Corps National Summit for federal Regions I & II in Avon, CT.

Mr. Coulon informed the Board that the National Public Health Service and the National Association of City and County Health Officials (NACCHO) are considering distributing the Topsfield BOH Public Health Emergency Handbook template to public health organizations nationally. This is a good tool for other local health organizations across the country; a press release is part of the over all plan. He noted this was not solely a Topsfield effort and acknowledged Ms Sheryl Knutsen's role as the driving force in this endeavor.

HEALTH DEPARTMENT FY13 DRAFT BUDGET

Mr. Coulon will present the TBOH Department FY13 Budget to the BOS. He reviewed the details of the budget including Salary, Wages, and Other Expenses. The total draft proposed FY13 budget is \$97,228.00.

The Health Agent fielded questions from the Board about the budget. One item noted of importance is the increase in costs pertaining to the Topsfield Fair.

Mr. Topping moved the Board approve final draft proposed budget as submitted by Health Agent. Dr. Guerra seconded and the motion carried unanimously.

Town Meeting Warrant Articles - Board of Health Revolving Fund

Proposed Warrant Article for the annual Town Meeting: To see if the Town will vote to establish a revolving fund for the BOH pursuant to MGL Chapter 44 to be expended for services, supplies and other operating expenses and receipts of the BOH fees or reimbursement Revolving Accounts.

Also before the board for consideration was moving jurisdiction over R: 1-3 Rules and regulations relative to the Installation and Maintenance of Storm Drains.

Mr. Hunt reported on the meeting with the BOS saying it was upbeat, well received, and informative. It was the consensus of the Board to go forward with the warrant article to create a Revolving Account for the BOH. Mr. Goldman will work on the wording and present it to the Board at the next meeting in January.

Mr. Goldman will include the source of funds for the Revolving Account that is not cost effective to put as a line item. This is limited to money from the vaccine reimbursements for unforeseen expense that comes up on emergency basis.

Funds would be used for additional vaccinations e.g. shingles vaccine.

FINANCIALS

Review and Sign Bill Warrant

The Board reviewed and signed bill warrants.

COMMUNICATIONS

EXECUTIVE SESSION (ES)

Ms. Knutsen moved at 11:19 pm to enter into ES, according to MGL Chapter 39: Section 23B (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and that the BOH adjourn directly from ES and not return to open session. Dr. Guerra seconded and the motion carried unanimously by roll call vote.

Respectfully submitted by

Catherine Tinsley