

TOPSFIELD BOARD OF HEALTH  
Meeting of Thursday, June 23 2011 ~ 7:30 pm  
Topsfield Town Hall, 8 West Common Street

With a quorum present, Mr. Hunt called the meeting to order at 7:45 pm  
Board Members Present: William Hunt, Chair; Dr. Vincent Guerra; Sheryl Knutsen  
Not Present: Gerry Topping; Wade Goldman  
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  
FY Fiscal Year  
PH Public Health  
MEMA Massachusetts Emergency Management Association  
Public Information:  
Agenda  
Topsfield Emergency Preparedness Booklet

Mr. Coulon informed the Board that 362 Boston Street was inadvertently removed from the agenda for an update. He reviewed Neve Morin was hired to submit a septic disposal plan to the BOH. The HA denied the plan citing the complexity of the site with overlapping setbacks under the Wetland Resource Act and the lack of verification of the wetlands boundaries by the Conservation Commission. At the April 22, 2011 meeting, the Board took no action to repeal the HA's denial but deferred action to the next BOH meeting. Mr. Coulon updated the BOH, saying the client is not pursuing the appeal of the denial or fee reimbursements.

The chair recognized Mr. Gandt who shared general updated information regarding 362 Boston Street.

Mr. Coulon identified that Selectman Dick Gandt is the BOS liaison.  
Mr. Hunt informed Mr. Gandt that the BOH is preparing to renew the VNA contract informing him this needs to be indemnified. Mr. Hunt requested a copy of the town's insurance policy to confirm contract coverage.

#### **APPOINTMENT**

**VOTE:** Lot 8, # 20 Hickory Lane

Request Extension of Seasonal Testing for a plan revision

Present: Gregory St. Louis, Beal's Associates

This is new construction. A potential buyer of the lot is requesting changes to the original layout / location of the house / driveway which will affect the location of the reserve leach field.

Mr. St. Louis acknowledged the revision requires a new deep hole observation, citing Topsfield regulations only allow this to be done in March/ April. He noted a number of soil tests have been done within the subdivision and the soils are similar and he anticipates like soils.

The original approved plan is dated May 2, 2007.

Mr. Gandt was recognized by the Chair and offered comment that this is a not new hole, but another hole to verify soils, which are similar in nature.

Mr. Coulon confirmed a NOI (Notice of Intent) is in process with the Conservation Committee.

Mr. Gandt left the meeting at 8:25 pm

Ms. Knutsen made a motion that the BOH allow deep observation hole testing until the close of business July 1, 2011 at lot 8, # 20 Hickory Lane. Dr Guerra seconded and the motion carried by unanimous vote.

**VOTE:** 110 Washington Street

Variance Request for relief from 200 GPD per Topsfield Supplemental Septic Regulation

Present: Gerry McDonald, H.L. Graham Associates

This is a repair of a system.

The Health Agent confirmed the plan dated May 13, 2011 is in compliance and recommended granting the variance.

Ms. Knutsen made a motion the BOH grant the variance as submitted reducing GPD from Topsfield 200 GPD to State Title V 110 GPD. Dr. Guerra seconded and the motion carried by unanimous vote.

## **HEALTH AGENTS REPORT**

### **Topsfield Emergency Preparedness Booklet**

Ms. Knutsen, as the Emergency Preparedness Coordinator for PH Region 3A presented the draft Topsfield Emergency Preparedness booklet for review and discussion.

It is the intention these booklets are distributed by the Health Department and other town departments, through select venues such as the web site, Topsfield Fair, etc.

The Board unanimously supported the handbook as presented.

### **Emergency Preparedness / Medical Reserve Corp (MRC) – update**

Mr. Coulon reported that post the June 2011 tornado disaster, the TRMRC is actively participating in staffing shelters in Western Ma (Springfield). Mr. Coulon worked as shelter manager at the Big E during the past month. He has also been working at the Boston Health and Fitness Expo at the Hynes Auditorium.

Mr. Coulon informed the Board that Topsfield Public Safety/Health is gearing up for the Fair this fall.

The HA acknowledged receiving a Findings Report regarding School Brook regarding Coliform levels; Mr. Coulon will report on further findings at a future meeting.

Mr. Coulon reported on a grant through New England Center for Healthy Communities to fund a non-mandated Public Health Project: Sun Safety. Topsfield was chosen as one of the eighteen communities. A coordinator has been hired this month.

### **English Commons - update**

Mr. Coulon reported he has been to the Commons three times regarding the chlorine levels in the pool and is in communication with the Pool Manager to bring the levels into compliance prior to issuing the permit to open.

## **NEW BUSINESS**

**VOTE:** Minutes: March, April, 2011 meetings

Ms. Knutsen made a motion to approve the BOH meeting minutes of March & April 2011. Dr. Guerra seconded and the motion carried by unanimous vote.

**VNA (Visiting Nurse Association) Contract-** Review current contract, discuss any potential changes for FY 2012

The Board reviewed the recommendations / edits to the VNA contract from Bill Hunt.

Ms. Knutsen made a motion to accept the changes to the VNA Contract as submitted by Bill Hunt in an Email dated June 21, 2011 and to authorize the HA to submit the contract as amended to the Roberta Knight for her assessment,

and to further be approved by the Selectmen and sent to the VNA. Dr. Guerra seconded and the motion carried by unanimous vote.

Those in attendance signed the affirmation.

Ms. Knutsen made a motion to appoint the Town Clerk as an Assistant Health Agent in order to comply with State Regulations regarding burial permits. Dr. Guerra seconded and the motion carried by unanimous vote.

## **FINANCIALS**

Review and Sign Bill Warrant

The Board members reviewed and signed warrants.

Ms. Knutsen made a motion the BOH pursuant of MGL CH 41 Votes to authorize anyone of the signatures of the BOH to sign payrolls and this is on record with the Town Accountant. Dr Guerra seconded and the motion carried by unanimous vote.

## **COMMUNICATIONS**

Letter from Paula Burke, Town Clerk - Acknowledged

Mr. Coulon informed the Board that a final draft of the Annual Report is expected for the July meeting.

Mr. Coulon announced that Dr. Guerra received his certificate of Achievement from MEMA for completions of ISO 700, - a National incident Management System and ICS-100, first level of Incident Command System.

## **HEALTH AGENT ANNUAL EVALUATION**

It was determined the annual evaluation of the Health Agent would not be done in ES as listed on the Agenda, but must be done in Open Session according to the Open Meeting Law.

The BOH completed the Performance Review and Professional Development Plan for Management as provided and required by the Town. The Chair summarized it is the sense of the Board that John Coulon performs beyond the call of duty and is a dedicated, thoughtful, creative, sincere, and hard working asset to the community.

## **EXECUTIVE SESSION**

It was determined ES was not necessary.

Dr. Guerra made a motion at 10:25 pm and it was unanimous to do so.

The Health Agent met with the Minutes Secretary regarding the employees' annual performance evaluation.

Respectfully submitted by

Catherine Tinsley