

Topsfield Board of Health
Meeting of Thursday, June 25, 2009
Town Hall Conference Room ~ 7:30 PM

The meeting was called to order at 7:42 PM with a quorum present; William Hunt, Chair; Sheryl Knutsen, Vincent Guerra; Wade Goldman; Deborah Colbert

Also Present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary

Guests: Selectman Martha Morrison, BOH Liaison, and Selectman Dick Gandt, Orlando Lopez, Kristi Martino, Pat Rolsma, Christina Rolsma, Paul DiTucci, Frank Martino, Dan Ottenheimer, Alan Grenier, Susan Rask

Abbreviations used:

TBOH - Topsfield Board of Health

Public Information

Agenda

Mr. Coulon identified that Attorney James Meehan ordered a stenographer to record the appointment regarding Frank and Kristi Martino, 4 North Common Street. Attorney Grenier stated that he would provide a transcript to the BOH when it is available.

I. APPOINTMENTS

• 7:45 PM 4 North Common Frank & Kristi Martino – discuss previous property use.

Present: Attorney Alan Grenier; Applicants Frank and Kristi Martino; Paul DiTucci, Congregational Church Trustee; Dan Ottenheimer, Engineer, Mill River Consulting; Susan Rask, Consultant and Environmental Health Specialist, Barnstable County Health Agent

At the August 27, 2009 Board meeting the Board voted to refer to the stenographer transcript for documentation.

10:20 PM the Chair called for a five minute recess.

12 Boston St. Peer Review

10: 25 PM English Commons was present to request to speak with the TBOH via letter from Latham, Latham, & Lamond, P.C. dated June 12, 2009 identifying the purpose is to discuss the proposed peer review as to the septic system for the subject project. See due process Peer review records; the Chair addressed this request, acknowledging the written request dated June 12, 2009 and identifying due to the late hour, this discussion will be put on the agenda for next month. A second letter requesting copies of all materials regarding the selection of a peer reviewer as to the waste disposal system at English Commons at Topsfield for the purpose of reviewing the selection process, the list of engineers being considered by the Town and the peer review standards. These letters were stamped received by the TBOH on June 16, 2009

• 10:30 PM VNA Presentation Maureen Sendrowski and Faith Theokas

Discuss the VNA public health nursing and additional things that can be done for the town. The Board was provided with VNA Care Network Public Health Nursing For Town of Topsfield. She reviewed this document with the Board and referenced this document with detailed information.

Ms. Colbert made a motion to renew the contract. Ms. Knutsen seconded and the motion carried by unanimous vote.

11:10 PM the Board took a five minute recess.

The TBOH recognized the dedication and hard work done by Board member Deb Colbert during her service on the BOH; Ms. Colbert announced she is resigning from the Board.

III. NEW BUSINESS

- **VOTE:** Meeting Minutes Approval May '09 HELD
- **VOTE:** BOH Secretary Hours

Mr. Coulon informed the Board that the budget approved for the BOH secretary for 15 hours a week. The secretary worked over budgeted number of hours of 26 hours. The budgeted hourly wage was less than paid. *Ms. Colbert made a motion to approve the BOH secretary position as billed and worked this fiscal year. The motion was seconded and carried by unanimous vote.*

EXECUTIVE SESSION

11:15 PM Ms. Knutsen made motion to Enter into ES and to return to open session for the sole purpose of adjournment. Ms. Colbert seconded and the motion carried by unanimous Roll call vote.

12:01 Mr. Guerra made a motion to adjourn. The motion was seconded and carried by roll call vote.

Ms. Colbert made a motion to adjourn and it was unanimous to do so.

No Action was taken on the following agenda items and these were held to the next meeting:

II. HEALTH AGENT'S REPORT

- Emergency Preparedness/Medical Reserve Corp. – update
- New Meadows Golf Club Housing update
- Requests for Mosquito Mitigation at specific addresses

IV. OLD BUSINESS

- VOTE: MAHB Membership
- BOH Webpage – Web Site Committee
- Mutual Aid
- Sign Signature Sheet for Town Clerk – Open Meeting Law

V. FINANCIALS

- Review and Sign Bill Warrant
- Review and Sign Petty Cash Bill Warrant for FY10
- Hickory Beech/4 North Common 53G Account

VI. COMMUNICATIONS

VII. Executive Session – if necessary