

TOPSFIELD BOARD OF HEALTH
Meeting of Thursday, July 28, 2011 ~ 7:30 pm
Topsfield Town Hall, 8 West Common Street

With a quorum present, in the absence of the Chair, Ms. Knutsen called the meeting to order at 7:40 pm
Board Members Present: Sheryl Knutsen, Acting Chair; Dr. Vincent Guerra; Wade Goldman; Gerry Topping;
Not Present: William Hunt
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

Public Information:
Agenda

APPOINTMENTS

VOTE: 41 Alderbrook Drive

Request variance of reduction of GPD

Present: Chuck Johnson, CG Johnson Engineering

This is a repair of a failed septic system of a three-bedroom home.

Mr. Topping made a motion to grant the variance as requested for GPD reduction from Topsfield 200 GPD to Title V 110 GPD for 41 Alderbrook Drive. Dr. Guerra seconded and the motion carried by unanimous vote.

VOTE: Topsfield Fair Grounds (TFG) - Crooked Arrows

Request to spray for Mosquito control at Topsfield Fair Grounds starting August 1, 2011 during the filming of Crooked Arrows to protect the cast/crew.

Mr. Coulon explained the BOH must vote to authorize NEMC (New England Mosquito Control) to use discretion and take action appropriate for mitigating mosquitoes and ticks for the duration of filming.

He has discussed this with the TFG Superintendent and General Manager who have given permission for NEMC to spray on the grounds. There is no cost to the town or fair grounds.

Crooked Arrows co-location manager will notify the abutters; a letter will be distributed by hand.

Selectman Gandt reiterated that the abutters must be made aware of the spraying and asked the Health Agent to review the letter prior to distribution.

Mr. Topping made a motion that the BOH endorse Crooked Arrows' request to contact NEMC and request mitigation of the Topsfield Fair Grounds and that the TBOH empowers NEMC to take actions deemed appropriate for conditions found for mitigating mosquitoes and ticks for duration of filming.

Dr. Guerra seconded and the motion carried by unanimous vote.

Mr. Coulon noted spraying may not be necessary, or spraying may need to be done over the five weeks.

NEW BUSINESS

VNA Contract – Review and Sign

Those Board members not present at the last meeting signed the VNA Contract.

Letter - Sign

Letter to Pam Wood authorizing Board Members to sign payrolls; those members not present at the last meeting signed the letter

Annual Report of Health Agent

The Board was provided with a copy of the Annual Report period of July 1, 2010 – June 30, 2011. The Board talked about the contents of the report.

Mr. Goldman made a motion to accept the proposed draft from the Health Agent for the BOH's annual report for the Town Report. Mr. Topping seconded and the motion carried by unanimous vote.

OLD BUSINESS

64 Wenham Road - update

Mr. Coulon reviewed that no Certificate of Compliance was issued for work done in 2000 at 64 Wenham Road. He went on to report that he was on site when the installer exposed the system and was witness to the missing data on the As-Built plans; the Engineer was also present and verified the new data was accurate. The Certificate of Compliance will be issued upon receipt of an acceptable Final As Built..

HEALTH AGENT REPORT

Emergency Preparedness / Medical Reserve Corp. - update

Mr. Coulon stated there is no new information since last month update regarding the Emergency Preparedness / Medical Reserve Corp.

Fair- update

The Health Agent reported that meetings with the Fair Grounds, and co-owner of Fiesta Shows continue focusing on preparing for the Fair and improving all aspects e.g. Fire , Police, Health, etc. He explained the permitting process includes the other departments and invited the Board members to join him during the fair inspections. Last year 135 permits were issued. It was noted that not every vender is there each day of the fair. The fee for the food permit is \$20.00.

There was a side discussion of understanding regarding the Topsfield Essex Agriculture Society that owns Topsfield fair grounds; the fair is the main fundraiser for the Society and reason for the existence of the grounds.

Topsfield Emergency and Preparedness Booklet

Mr. Coulon stated that Topsfield is one of 3 sentinel communities in the Coalition. Topsfield was one of the five, out of the fourteen communities that was audited this past week; this is still in process. He recognized Ms. Knutsen for her efforts in getting the plan done.

Ms. Knutsen elaborated on the required information in the audit.

Mr. Coulon summarized that Topsfield looks good and is moving forward.

Some communities are audited by the Department of Public Health (DPH) and some Audits are done by CDC (Communicable Disease Control)

Ms. Knutsen talked about the process of gathering information and the details of the Topsfield Emergency Preparedness booklet.

It was the consensus of the Board to approve the concept, approach, and what Ms. Knutsen will send to the graphic designer. The updated booklet will be sent electronically to the BOH.

It is expected this will be made available at public buildings; Ms. Knutsen recommended presentations be made at the Council on Aging, schools and other appropriate municipal organizations.

The next step is to get a proof from the graphic designer and present it to other members of coalition and then the booklet will be printed.

Mr. Coulon informed the BOH that the English Commons 3 unit buildings are not selling, therefore no more 3 unit buildings will be constructed. Instead, these will be two unit buildings. The number of buildings, septic tanks, and locations will not change. Copies of the changes will be recorded in the Final As Built.

COMMUNICATIONS

Massachusetts Environmental Health Association Invitation to 49th Annual Yankee Conference
September 28th - 30th at the Radisson Hotel in Plymouth; grant money is available for BOH members to attend.

Dr. Guerra's correspondence with Governor Deval Patrick recognizing the Governor's continued full support of the public health budget was acknowledged by the Board.

Mr. Topping made a motion to adjourn at 9:40 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley