

**TOPSFIELD BOARD OF HEALTH AGENDA**  
**Thursday, August 22, 2013**  
**7:30 pm, Town Hall Conference Room**

**I. APPOINTMENTS:**

- **7:45 PM DISCUSSION and VOTE: 43 Willowdale Road** Local Upgrade Approval Request from Charles Johnson, PE for the following:  
310CMR15.227(5) &15.405(i)(j) Septic Tank and Waterloo Biofilter to have Rubber Boots  
310CMR 15.221(7) Maximum Depth from Ground Surface to septic tank 42+/- inches.
- **8:00 PM DISCUSSION and VOTE: 20 Andrews Road** Request to extend Percolation Test Data Validity
- **8:15 PM INTRODUCTION:** Arthur Howe III – New TRMRC Coordinator

**II. HEALTH AGENT'S REPORT**

- General Report of Activities, including the following:
- Update Topsfield Emergency Preparedness and Topsfield Regional MRC Activities
- Monthly Case Review – bat dropped off at Police Station
- Update on Tight Tanks Installation at Topsfield Fairgrounds
- Update of Health Department Intern Project

**III. NEW BUSINESS**

- **VOTE:** July Minutes
- **REVIEW AND SIGN:** FY14 Open Meeting Law Letters
- **VOTE:** Commonwealth Medicine Contract for FY14, if ready
- **REVIEW AND VOTE:** Fee Schedule – Tight Tank

**IV. OLD BUSINESS**

- **DISCUSSION:** Closing out fiscal year; unpaid bills

**V. FINANCIALS**

- Review and **SIGN** Bill Warrant

**VI. COMMUNICATIONS**

**VII. EXECUTIVE SESSION (IF NECESSARY)**