

Town of Topsfield Board of Health
Meeting of Thursday, December 27, 2012 ~ 7:30 pm
Town Hall, 8 West Common

Minutes Approved January 24, 2013

Pursuant to MGL Chapter 30A, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health Thursday, December 27, 2012 at 7:30 pm in Town Hall Conference Room.

With a quorum present, Vice Chair Sheryl Knutsen called the meeting to order at 7:35 pm

Board of Health Members present: Vice Chair Sheryl Knutsen, RN; Wade Goldman, P.E.; Vincent Guerra MD; Gerald Topping, P.E.

Also present: John Coulon, Health Agent; Susan Winslow, Minutes Secretary, Daniel Johnson, P.E.

Not present: William Hunt, Esq; Richard Gandt, Selectman Liaison to the Topsfield Board of Health

Abbreviations used

BOH Board of Health

GPD Gallons Per Day

EDS Emergency Dispensing Site

PODS Point of Dispensing Site

APPOINTMENTS:

123 Salem Street: Daniel Johnson, P.E. from Domestic Septic Design, Inc., presented four Form 9A Variance Requests for this address. He informed the Board that Soil Testing was done to determine high groundwater, and the four leaching pits on the property were determined to be below high groundwater, thus constituting a failure of the system indicated on the Title 5 Inspection Report. Mr. Johnson said that he met with John Coulon and Topsfield Conservation Commission Agent Lana Spillman, including walking the site with Ms. Spillman in preparation for designing a system that would work with the constraints of the property: an in ground swimming pool, wetland buffer zone and heavily wooded areas. He indicated that a Presby system would fit in the area available for the leach field while maintaining the 100' setback from leach field to the well and a 50' setback from the wetland buffer zone.

Variance Requests:

- Reduction of separation of bottom of leach field to high groundwater from 4' to 3'
- Allow use of Sieve Analysis in lieu of Percolation Test
- Reduction from Topsfield Regulations 200 gallons per day per bedroom to Title V 110 gallons per day per bedroom
- Reduction of setback from septic tank to well from 100' to 72'

Mr. Topping questioned the loading rate indicated on the plan. Mr. Johnson responded that it was a typo, and the loading rate for this plan with class 2 soil is .33 gallons per square foot. The Board discussed the Topsfield Well Regulation indicating 100' necessary between a new well and a septic tank, but determined that the regulation does not specify that existing wells must meet this criteria. Mr. Topping informed that Board that he would not vote to grant a reduction of separation between the SAS and groundwater from 4' to 3' with this system because of concerns that this proposed system and leach field filters solids from effluent but does not treat it, leaving the possibility that at some point, the groundwater could possibly become contaminated if the variance request was granted. The Board discussed various options for the property based on the plan provided, including the potential estimated costs to the homeowner and determined that two votes are appropriate in this instance.

VOTE: Mr. Topping made a motion to approve three Form 9A Variance Requests for 123 Salem Road:

- Reduction from Topsfield Regulations 200 gpd per bedroom to Title V 110 gpd per bedroom
- Reduction of offset from septic tank to well not less than 50 feet
- Allow use of Sieve Analysis

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

VOTE: Mr. Topping made a motion to deny the Form 9A Variance Request to reduce the separation from groundwater from 4' to 3'. Mr. Goldman seconded the motion and the Board voted unanimously to deny the Variance Request.

NEW BUSINESS:

Mr. Topping informed the Board that they did not vote on the Topsfield Board of Health Stormwater Management Regulation R: 1.3, reminding the Board that the town passed Stormwater Erosion Control at the 2012 Town Meeting, placing Stormwater Management under the purview of the Planning Board.

VOTE: Mr. Topping made a motion to delete R: 1.3 Rules and Regulations relative to Stormwater Management. Dr. Guerra seconded the motion.

Mr. Goldman made a point of order: does this need to be on our Agenda before a vote?

Mr. Topping amended the motion, asking the Board to table the discussion and vote regarding R: 1.3 until the January meeting. Dr. Guerra seconded the motion and the Board voted unanimously to table this item until the January meeting.

HEALTH AGENT REPORT:

MONTHLY CASE REVIEW: 222 ROWLEY BRIDGE ROAD

Mr. Coulon explained that the question arose: If this property is to be considered a 2 Bedroom or 4 Bedroom?

The property is going on the market, and the answer must be determined regarding the septic system. Mr. Coulon presented the Application for Disposal System Construction for 222 Rowley Bridge Road from 1982 with the number "2" written in pen on the application next to "Number of Bedrooms." He pointed out that the septic disposal system plan indicates 4 bedrooms, with a rate of 200 gpd per bedroom with a total of 800 gpd and a 1500 gallon septic tank. He informed the Board that both the application and the plan were dated 1982, under the Health Agent at that time, John Romanski. Mr. Coulon informed the Board that, although the number 2 is penned in on the original application under "Number of Bedrooms," he is satisfied that the system in the ground was built to accommodate 4 bedrooms.

UPDATE ON EMERGENCY PREPAREDNESS: CDC AUDIT

Mr. Coulon informed the Board that he and Sheryl Knutsen have been working together to prepare for the January 9, 2013 CDC Audit. He told the Board that the CDC Representative will be here from Atlanta as well as three representatives from the Massachusetts Department of Public Health. Mr. Coulon told the Board that the Self Assessment of the Audit went very well and they are looking forward to a positive response from the CDC Auditor.

\$4,000 GRANT

Mr. Coulon told the Board that he received an email congratulating him on a \$4,000 Grant for the Topsfield Regional Medical Reserve Corps. Upon further investigation, he determined that there is some discrepancy about whether or not this grant was actually awarded to the TRMRC. Mr. Coulon will continue to look into it. Mr. Topping asked Mr. Coulon who the new TRMRC Coordinator was. Mr. Coulon responded that there is no TRMRC Coordinator currently, and that while he interviewed three candidates for the position, he is looking into the possibility of having someone share this job with Cape Ann Medical Reserve Corps.

NEW BUSINESS:

NOVEMBER MINUTES

Mr. Topping pointed out that the November Minutes contain an error in #5 Section 16 of the proposed regulation changes that were voted on at that meeting. He directed Minutes Secretary to refer to the Word Document covering the Proposed Regulation Changes and correct the error. The November Minutes were tabled until the January 24, 2013 TBOH Meeting.

PENALTY FOR LATE PAYMENT OF FOOD PERMIT RENEWALS

The Board discussed instituting a penalty for late renewals of Annual Food Permits.

VOTE: Mr. Topping made a motion to approve a surcharge in the amount of 50% of the permit fee be added to late renewals of Annual Food Permits. Mr. Goldman seconded and the motion carried in a unanimous vote.

REVOLVING ACCOUNT

The Board discussed the merits of a Revolving Account for the Topsfield Board of Health and placing this request on the Warrant for the 2013 Town Meeting.

VOTE: Mr. Goldman made a motion to propose a request to the Selectmen to place a warrant article on the May 1, 2013 Town Meeting regarding a Revolving Account for the Topsfield Board of Health. Mr. Topping seconded the motion and the motion carried in a unanimous vote. The Board directed John Coulon to request a placeholder from the Selectmen immediately.

Mr. Goldman left the meeting at 9:15 PM.

EMERGENCY DISPENSING SITE INVENTORY MANAGEMENT TRAINING

Ms. Knutsen introduced the Emergency Dispensing Site Inventory Management Training to the Board Members and explained the mission of the Emergency Dispensing Site (EDS). Board Members then watched a Training Video on EDS Points of Dispensing (PODS), also known as Emergency Dispensing Sites, Medicines, and Dispensing Protocols. Ms. Knutsen presented a PowerPoint on Inventory Management; discussion ensued.

GOVERNMENT REVIEW COMMITTEE REPORT

Mr. Coulon reported that there is no new information on this Committee and their report. Ms. Knutsen informed the Board that the Tri Town Transcript Article on the findings of the Government Review Committee indicates that the TBOH will remain unchanged.

COMMUNICATIONS:

JOHN COULON: FELLOW AT LOCAL PUBLIC HEALTH INSTITUTE AT BOSTON UNIVERSITY

The Board Congratulated Mr. Coulon on the news that he has been selected as a Fellow at the Local Public Health Institute at Boston University. The Award Ceremony is scheduled for April 30, 2012.

MASSACHUSETTS PERSONAL INCOME TAX CREDIT FOR SEPTIC SYSTEM OR CESSPOOL TITLE 5 EXPENDITURES

Mr. Coulon shared with the Board the information given to the TBOH by Charles Johnson of CG Johnson Engineering regarding the availability of Massachusetts Tax Credits for expenditures on Septic System or Cesspool Title 5 Expenditures. The Board made note of thanking Mr. Johnson for sharing the information and discussed the merits of placing this information on the Board of Health website.

VOTE: Mr. Topping made a motion to place the Massachusetts Income Tax Credit for Septic System or Cesspool Title 5 Expenditures on the Topsfield Board of Health Web Page. Ms. Knutsen seconded and the motion carried in a unanimous vote.

VOTE: Ms. Knutsen moved to adjourn at 9:56 pm and it was voted unanimously to do so.

Respectfully submitted by

Susan Winslow
Acting Minutes Secretary