

Town of Topsfield Board of Health  
Meeting of Thursday, May 22, 2014  
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Thursday, May 22, 2014 at 7:30 pm in the Conference Room of Topsfield Town Hall.

With a quorum present, Acting Chair Vincent Guerra called the meeting to order at 7:35 pm.

Board of Health Members present:: Gerald Topping PE, Vincent Guerra MD, Wade Goldman PE, John Coulon RS, Health Agent. Also in attendance: Richard Gandt, Selectman, Susan Winslow, Minutes Secretary

Abbreviations:

CDC: Center for Disease Control

DEP: Department of Environmental Protection

DPH: Department of Public Health

EDS: Emergency Dispensing Site

EP: Emergency Preparedness

ESQ: Esquire

MDPH: Massachusetts Department of Public Health

MPH: Master of Public Health

Dr. Guerra called the meeting to order at 7:35 pm.

**Appointments:**

7:45 Appointment: Condition of Parking Lot at Topsfield Village Shopping Center at the request of Topsfield resident George Anderson who was not in attendance.

Mr. Coulon explained that Mr. Anderson contacted the Board of Health Office by telephone and requested that the Board discuss the number of potholes in the Topsfield Village Shopping Center because Mr. Anderson believes they are a hazard to drivers and pedestrians. Mr. Coulon also explained that there is no history of Boards of Health having the legal standing to direct owners of private commercial property to repair their parking lots. The Board discussed the issue and determined that they do not have jurisdiction in this situation.

**General Report of Health Agent Activities:**

Mr. Coulon reported that Septic System Installations, soil tests and septic repairs have resumed with the arrival of spring weather. He witnessed soil testing the afternoon of May 22, 2014 at 38 Pemberton Lane, for a septic repair. He explained to the Board the various inspections on septic repairs and installations he undertakes in the course of a year.

Pool Permits Mr. Coulon informed the Board that Pool Inspections at Great Hill and English Commons would be occurring before Memorial Day.

Camp Permits Mr. Coulon explained that Topsfield camps include Ipswich River Day Camp, Camp Moonraker Boy Scout Camp, the Topsfield Recreation Program Camp, Soccer Camp and last year, the Lutheran Church Mega Sports Camp at the Gould Barn. Summer Interns conduct initial camp inspections and report to the Health Agent. Mr. Coulon follows up to ensure that all camps are in compliance with all

regulations. The Board of Health has already received the application for Ipswich River Day Camp, with the others expected shortly. Mr. Coulon told the Board that local camps have an excellent record of compliance.

Hood Pond Bathing Beach Permit Dr. Guerra inquired about the status of the Bathing Beach Permit for Hood Pond. Mr. Coulon reported that the Health Department contacted the Hood Pond Beach Association via email with a renewal application attached. The completed application has been returned to the Topsfield Board of Health for Mr. Coulon's review. Mr. Coulon informed Dr. Guerra that the Hood Pond Beach Association has also been reminded to make sure the Hood Pond Beach Association direct Biomarine to copy the Topsfield Board of Health on all water quality test results.

Food Permits Mr. Coulon informed the Board that Food Permits continue year round with increased activity at the Topsfield Fair Grounds. Mr. Coulon conducted inspections on four food vendors for the May 18, 2014 American Diabetes Association Tour De Cure cycling event at the Topsfield Fair Grounds, and will be conducting inspections on three food vendors at the Greater Boston Horse Show the weekend of May 23 – 25 at the Fair Grounds. Mr. Topping inquired about potential involvement of the Board of Health regarding eight Pouring Licenses that were voted in at Town Meeting and Mr. Coulon responded that the Board of Health has no jurisdiction over Pouring Licenses.

#### Emergency Preparedness

Mr. Coulon informed the Board that Topsfield received a 97 on the State Audit of the Emergency Dispensing Plan. He commended the efforts of Sheryl Knutsen and Susan Winslow in this project. Mr. Coulon told the Board that DPH Intern Natalie Miller accompanied him to recent MRC Training Events, and her current project involves interviewing local EP Officials who work in tandem to prepare for the Topsfield Fair each year, possibly to submit her findings for a FEMA award.

#### MERS

Mr. Coulon informed the Board that the Emergency Dispensing Plan may be put into action if the MERS corona virus spreads beyond the two confirmed cases in the US. He told the Board that MERS has a one-third mortality rate.

#### E-COLI

A million pounds of beef have been recalled due to E-Coli that has affected four states, including one confirmed case in Massachusetts. He told the Board that Dr. Al DiMaria from the Department of Public Health has not been able to respond to his requests to speak at the May 28 Tick Talk hosted by the Topsfield Board of Health and the Topsfield Friends of the Library due to his involvement in this situation.

#### May 28, 2014 Tick Talk

Mr. Coulon is still working on finding a speaker for the event. He explained that Save The Date Posters and email reminders have gone out, and the information has been published in the Tri Town Transcript, the front page of the Town Website and on the Marquis in front of Town Hall. The event will run from 6:30 to 7:30 pm. Dr. Guerra inquired if volunteers had been secured to do the chair setup. He was told that Jacqueline White from the Friends of the Topsfield Library had secured volunteers through that organization, but Susan Winslow will confirm that via email, copying Dr. Guerra in the correspondence.

#### TRMRC

Mr. Coulon reported that TRMRC Volunteers were in attendance at the special Open Gym hosted by the Tri Town Council. He told the Board that Arthur Howe III, TRMRC Coordinator, has expressed frustration at the lack of volunteers responding to volunteer requests.

#### Monthly Case Review

Justine Ferrara, a Masconomet High School Senior, met with John Coulon to inquire about obtaining a Temporary Food Permit to sell non-potentially hazardous food items at the Memorial Day Parade to raise funds for her Relay For Life Team. He told the Board that he instructed Ms. Ferrara on the importance of

selling only low risk products, the importance of avoiding bare hand contact with food items, and the additional importance of safety precautions at the point of sale. Bake Sales are allowed under Federal Food Safety regulations for fundraising activities.

#### Septic System Issue

Recently, a resident appeared at the Board of Health office with a question about selling a home where it has been discovered upon a Title V Inspection that the leach pit is 1 ½ inches into high ground water. Mr. Coulon explained that he met with the property owner and outlined various options for the sale of the home including holding funds in escrow at the time of sale so the buyer may choose the installer. He reported that the homeowner was very grateful and relieved to learn that there were options open to them in this situation.

#### **Minutes:**

The April 24, 2014 Minutes were reviewed.

*VOTE:* Dr. Guerra called for a vote to accept the April 24, 2014 Minutes as written. Mr. Goldman seconded and the motion carried in a unanimous vote.

#### **New Business:**

Mr. Topping informed the Board that he would like to work on updating the regulations that were not included in the update conducted in 2013 including but not limited to Percolation Test Data Validity, Inspections, review of Title V Inspection Reports, e-cigarettes and hookah bars and the elimination of Storm Water Management language. Storm Water Management is now under the purview of the Planning Board. Mr. Topping instructed Susan Winslow to send him the Minutes from the meeting when the most recent regulation changes were adopted. Mr. Goldman reminded the Board that there must be public notification two weeks prior to the meeting when proposed regulation changes will be voted on.

Ms. Knutsen arrived at 8:35 PM.

Mr. Goldman informed the Board that his term will end at the end of June, 2014. He has served on the Board of Health for over 6 years, and he will be leaving his position on the Board to serve the town in another capacity. Mr. Coulon and the Board members expressed regret at Mr. Goldman's decision and offered thanks for his years of service to the Town and the Board of Health.

Mr. Topping made a motion to adjourn the meeting at 8:39. Mr. Goldman seconded and the motion carried in a unanimous decision.

Respectfully submitted,

Susan Winslow  
Minutes Secretary