

Town of Topsfield Board of Health
Meeting of Thursday, May 23, 2013
Town Hall, 8 West Common

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 23, 2013 at 7:30 pm in the Conference Room. With a quorum present, Acting Chair Sheryl Knutsen called the meeting to order at 7:39 pm.

Board of Health Members present: Vice Chair Sheryl Knutsen, RN; Wade Goldman, P.E.; Vincent Guerra MD; Also present: John Coulon, Health Agent; Richard Gandt, Selectman; Susan Winslow Minutes Secretary

ABBREVIATIONS:

VNA: Visiting Nurse Association

gpd: gallons per day

BMP: Best Management Practices

NEMMC: North East Massachusetts Mosquito Control

IPM: Integrated Pest Management

DEP: Department of Environmental Protection

DPH: Department of Public Health

FDA: Food and Drug Administration

MRC: Medical Reserve Corps

CDC: Center for Disease Control

Public Information

Agenda

Because the Appointment scheduled for 7:45 pm was cancelled, the Board agreed to take the Agenda out of order until the arrival of the 8:00 pm Appointment.

Meeting Minutes:

March and April 2013 Minutes were reviewed.

VOTE: Dr. Guerra moved to approve the minutes with minor edits to the March Minutes and no edits to the April Minutes. Mr. Goldman seconded and the motion was carried in a unanimous vote.

New Business:

Visiting Nurse Association Contract: The Board reviewed the VNA Contract for FY2014 as well as the annual 2012 Report and 2013 Quarterly Reports supplied by Maureen Sendrowski of the VNA.

VOTE: Mr. Goldman made a motion to approve the VNA Contract dated July 1, 2013 to June 30, 2014 including compensation of \$8,750 for services, 1/12 to be billed monthly to the Topsfield Board of Health. Dr. Guerra seconded the motion and it carried in a unanimous vote.

Appointments:

9 Homestead Way Request for Variance to CMR 15.223 (1) (c)

Mr. Kent Barclay appeared to explain that his mother's home at 9 Homestead Way recently underwent a Title V Inspection. He received a letter from the Topsfield Board of Health indicating that the property was given a 'Conditional' pass due to the presence of a Garbage Grinder in the home. He explained that the Garbage Grinder had

recently been replaced because he was not aware that Title V Regulations prohibit a garbage grinder. Mr. Coulon read from the Title V Regulation CMR 15.223 (1) (2) explaining that a property must have a leach field 50% greater than the size approved for that property based on the number of bedrooms (at 110 gallons per day per bedroom) in order to have a garbage grinder. He further explained that this is to protect the system from premature failure due to the heavy biomat created by garbage grinders. He further explained that 9 Homestead Way is an older system and there are no original plans or DSCP application for 9 Homestead Way in the file at the Topsfield Board of Health. Because of this, there is no way to prove the size of the existing leach field, thus making it impossible to prove that the leach field is the required size to allow for a Garbage Grinder. The Board discussed the situation and Mr. Coulon explained that upon the receipt of a paid invoice from a licensed plumber indicating the removal of the Garbage Grinder, he will issue a letter indicating that the Title V Inspection Report is considered passing.

VOTE: Mr. Goldman made a motion to deny the Variance request to CMR 15.223 (1) (2). Dr. Guerra seconded and the motion carried in a unanimous vote.

Old Business:

Mosquito Control

Mr. Coulon addressed the Board asking them to review the BMP (Best Management Practice) document and the 2013 Vector Management Plan for Topsfield and to go on record as accepting it or referring it back to the State for changes. He explained that the approach to Vector Management for 2013 will be the same as in the past: NEMMC plans to communicate with DPH, sharing clinical data when animals and humans are infected with local Boards of Health.

Mr. Coulon informed the Board that he and Health Department Intern Alex Brinkman recently attended a 3 Day Seminar on Vectors and Pest Management IPM (Integrated Pest Management) in Norwood, MA. The Board discussed the benefits of working with NEMMC in monitoring and responding to mosquito borne illness in Topsfield.

VOTE: Mr. Goldman made a motion to accept the BMP and Vector Management Plan Proposed for Topsfield for the 2013 season from the NEMMC. Dr. Guerra seconded and the motion carried in a unanimous vote.

Communications:

Letter from Kurt Schmakel of Topsfield Fair Grounds

Mr. Coulon shared with the Board a letter copied to him from Kurt Schmakel of the Topsfield Fair Grounds. The letter is addressed to the DEP regarding the request from Mr. Schmakel and the Fair Grounds for DEP Approval of two tight tanks to hold gray water during the annual Topsfield Fair. Mr. Coulon explained this project has received town approval, but has been held up at the DEP which claims it never received the paperwork. Representatives of the Fair Grounds asked Mr. Coulon for his advice and assistance. He plans to follow up with communication to the DEP through either a phone call or email in the coming week. Mr. Coulon reminded the Board that it is not his duty to shepherd this project through DEP. He reminded the Board that their responsibility toward the project ended with their approval of the tight tanks last year. He informed the Board that the tanks, when installed, will be pumped daily throughout the duration of the Fair, and will be an improvement to the current handling of gray water. Ms. Knutsen asked that this issue remain as a recurring item on the Agenda so the Board may stay abreast of the situation.

Health Agent Report:

Mini Grant and Summer Intern:

Mr. Goldman asked Mr. Coulon for a follow up to the state Mini Grant he had applied for. Mr. Coulon responded that Topsfield was not chosen as a grant recipient in a letter from Jeff Wilkinson. He responded that he was awarded, instead, a Summer Intern from DPH, Alexandra Brinkert, RN, who is in her second semester as a Master's Degree candidate in the school of Public Health at Tufts University. He explained that Ms. Brinkert is currently employed on a

per diem basis with the VNA on the South Shore and she will be working on a project in Topsfield to develop 100% compliance with the State Children's Act. This entails developing IPM Plans for all schools, day care facilities and family day care facilities in Topsfield. He said this will further benefit the town by bringing Topsfield into full compliance regarding spraying athletic fields, parks and schools for the 2013 mosquito season.

Food Vendors at Fairgrounds:

Mr. Coulon informed the Board that his efforts have helped the Fairgrounds achieve high compliance in food safety, with over 130 food vendors each year, setting a standard for the rest of the state in temporary food preparation and delivery.

Activity Update:

Mr. Coulon informed the Board that there were 4 soil tests and 4 Installer Exams taken, multiple septic and food inspections in the past month. He attended 2 FDA Trainings, 2 MRC Trainings, 1 CDC Training, received 2 trash complaints and issued a Beaver trapping permit. He was also the keynote speaker at a 'Tick Talk" held at the Gould Barn, filling in for the speaker who cancelled at the last minute, and he informed the Board that his photo was on the front page of the Tri Town Transcript imitating a tick in Questing Position.

Mr. Coulon gave a brief description of the 45 minute PowerPoint Presentation he presented at the Regional MRC meeting regarding TRMRC involvement in the Tri Town Coalition's Open Gym Nights this past winter. He also gave the Board a description of the MRC Statewide TableTop Exercise held at the same location, the MA Firefighters Academy in Stow, MA, and the System Administrator Training he attended in Waltham hosted by MA Responds.

TAR

Mr. Coulon informed the Board that he and Sheryl Knutsen conducted a self-assessment of the TAR presented to the CDC Representative and calculated a score of 95. The score was received recently: 90. Mr. Coulon met with Ms. Knutsen and together, they sent a response back to the CDC within the prescribed amount of time to contest the score of 90 and they are still awaiting a response. Mr. Coulon informed the board that while the Topsfield score of 90 is one of the highest in the State, that score may be raised after their response is considered by the CDC.

Monthly Case Review:

Mr. Coulon reviewed the situation at 120 Hill Street where the property owners have carved off 3 lots from their main parcel along Hill Street. Lot 3 has been built on and Lots 1 and 2 are for sale, currently under agreement. He informed the Board that the owner of 120 Hill Street approached him hoping for a plan approval for Lot 1 for a closing date on Tuesday, May 28. The owner told Mr. Coulon that he thought all plans went in front of the Board for approval at each TBOH Meeting, and he considered that the Board would have approved the plans for Lot 1 and Lot 2 at the May 23, 2013 meeting. Mr. Coulon told the Board that he explained to the property owner that he has 45 days in which to review the plans upon receipt of payment in full for the Plan Review Fee, and in this case the plan for Lot 1 was sent to the TBOH without payment, with payments finally received in two separate checks on two separate dates, upon which the plans were stamped in and the 45 day clock was started. Mr. Coulon also explained to the property owner that a plan approval is not guaranteed, and there could be delays if revisions are needed, as well as the delay between a final approval, the bidding from licensed Installers and the choice of a licensed installer, to whom the Construction Permit is issued.

Mr. Coulon also shared a recent experience with Baha Taco, a food vendor that was chosen by the Greater Boston Horse Show, but failed to send in a temporary food permit application despite a phone call to them with instructions

on how to download the application from the Town of Topsfield website. Baha Taco was not allowed to serve food at the event because they had not obtained their temporary food permit.

Group Home:

Mr. Coulon informed the Board that an article in the Tri Town Transcript recently addressed local concerns about the placement of a Group Home on Washington Street. Mr. Coulon reminded the Board that it is not the responsibility of the Board to inform the town if a septic application arrives at the Board of Health for a group home, nor does the Health Agent know what type of group home is slated for a parcel in town because it is not public information.

Ms. Knutsen informed the Board about her recent attendance at a two day seminar at the University of Massachusetts in Amherst regarding Whole Community Preparedness.

Mr. Goldman made a motion to adjourn the meeting at 9:57 PM. Dr. Guerra seconded the motion and it carried in a unanimous vote.

Respectfully submitted,

Susan Winslow, Minutes Secretary