

TOPSFIELD BOARD OF HEALTH  
Meeting of Thursday, JUNE 28, 2012 ~ 7:30 pm  
Town Hall, 8 West Common

With a quorum present, Mr. Hunt called the meeting to order at 7:50 pm. Board of Health Members present: William Hunt, Chair, Sheryl Knutsen, Clerk; Wade Goldman, Gerry Topping, Vincent Guerra  
Also present: John Coulon, Health Agent; Susan Winslow, Acting Minutes Secretary; Selectman Dick Gandt.

Abbreviations used

BOH Board of Health

DPH Department of Public Health

MRC Medical Reserve Corps

TRMRC Topsfield Regional Medical Reserve Corps

CDC Centers for Disease Control and Prevention

DEP Department of Environmental Protection

Public Information

Agenda

**APPOINTMENTS**

VOTE: 39 HIGH STREET VARIANCE REQUEST

Charles Johnson of C.G. Johnson Engineering, Inc., 203 Willow Street, Hamilton, MA presented three options for a Sanitary Disposal System at this address for discussion with the Board. Options A and B represented systems built to Town regulations and Option C represented a system built to state Title V regulations. The soil was described as sandy loam with 36" to 39" to the water table. Mr. Johnson explained the merits and costs of all three systems, noting that Option C represented a system that meets all State Title V criteria as well as the "10% Rule" stipulating that the cost of a sanitary disposal system should not exceed 10% of the home's value. The Board agreed that Option C was an acceptable plan in compliance with state Title V Regulations

Mr. Topping asked Mr. Johnson if he would like to ask the Board for a DEP Form 9 A Variance request. Mr. Johnson replied in the affirmative.

Mr. Topping made a motion to grant a Variance from Town of Topsfield Regulations 200 gallons per bedroom per day to MA DEP Title V 110 gallons per bedroom per day subject to the Board of Health receiving a completed DEP Form 9A from Mr. Johnson and a plan that complies with MA DEP Title V. Dr. Guerra seconded the motion. The motion carried with four votes in the affirmative and Mr. Goldman abstaining.

**NEW BUSINESS:**

FEE SCHEDULE

Mr. Coulon presented the Board with the current Fee Schedule, last updated 4/25/2012, and suggested fee changes. A discussion ensued regarding the implementation of higher fees for various services provided by the Health Department. After discussion, Mr. Topping offered to research fees in neighboring towns and report back to the Board next month for further review of this topic. The Board voted unanimously to table this issue until the July 26, 2012 Meeting.

VOTE: PAULA BURKE, ALTERNATE HEALTH AGENT

Mr. Coulon explained that Paula Burke has been handling Burial Permits, also known as Vital Information, in her capacity as Town Clerk. He explained that this has been the tradition in the town of Topsfield, although many municipalities handle this through the Board of Health. He explained that, through Paula's efforts, the town of Topsfield has been chosen to participate in a state-wide pilot program: the Massachusetts Department of Public Health's Vital Information Partnership System and Electronic Vital Records. This program will allow burial permits to be processed electronically instead of manually. Mr. Coulon

explained that in order to comply with Massachusetts regulations, Ms. Burke must be appointed an Alternate Health Agent by the Board of Selectmen to do this. He told the Board that this is done through a Board of Health request to the Board of Selectmen. Mr. Goldman made a motion to request that the Board of Health present a request to the Board of Selectmen to appoint Town Clerk Paula Burke Alternate Health Agent for the purpose of recording Vital Information. Dr. Guerra seconded the motion which was carried by unanimous vote.

## HEALTH AGENT REPORT

CDC Audit: Mr. Coulon told the Board that he is preparing for the upcoming CDC Audit on January 9, 2013. He described the importance of Topsfield being chosen as a Sentinel Community, along with Middleton and Boxford, and the necessity of completing all CDC Deliverables to ensure the continuing receipt of CDC funds. He explained that the Drill Down exercises include monthly radio checks, drills through contact with local schools to prepare in the event of an emergency, checking contact information through telephone call down drills.

MRC Mr. Coulon announced the resignation of TRMRC Coordinator Roberta "Bobbie" Cody. He said he is hoping to have someone in place as new TRMRC Coordinator as early as next meeting. He outlined TRMRC activities: updating website monthly, producing quarterly reports, hosting an open house at the Gould Barn, a table at the Topsfield Fair and participating in the Fair Parade in addition to regular Director duties.

Tight Tank at Fairgrounds Mr. Coulon told the Board that the project to install three 1500 gallon tight tanks at the fairgrounds has been held up by the DEP and he will update the Board at the next meeting.

Topsfield Public Safety Committee Mr. Coulon reported that the Public Safety Committee meets monthly including last Thursday, June 15. Attendance included three representatives from the Fair and one representative from Fiesta Shows in preparation for the Topsfield Fair.

Monthly Case Review Mr. Coulon recounted for the Board a recent incident involving an injured fawn that was found by a local family. Instead of calling police or animal control, the family took it upon themselves to care for the injured animal, which died three days later. After the fawn's death, the family became concerned that they had physical contact with an injured wild animal, including one family member who had direct contact with open wounds by anointing them with Holy Water. Mr. Coulon was called in on the advice of the State Veterinarian. Mr. Coulon facilitated the transport of the fawn to a local veterinarian who removed its head which was then taken by courier to the State Laboratory for rabies testing. He noted the large number of people who had come into direct contact with the fawn who subsequently dispersed into different locations as far away as Maine, and the public health problem this could have caused had the fawn been rabid. Mr. Coulon told the Board that the rabies test came back negative, but the incident was a reminder about the unusual cases that come before the Health Agent and the necessity of communication in the area of public health.

Sun Safety Project Mr. Coulon reported that a three year grant has enabled a local Public Health regional effort to form a Sun Safety Committee which has developed a standardized tool for inspecting tanning salons. He passed out a copy of the Tanning Salon Inspection Form developed by the Committee and noted that there are 18 communities participating in the group, including Topsfield. More efforts are underway and will be reported at future meetings.

Current Projects Mr. Coulon handed out a list of current projects he is monitoring including septic repairs (7) and inspections for pools (2), camps (4), and the local beach.

## MEETING DATES

The Board reviewed the list of proposed dates for TBOH Meetings in FY2013

VOTE: Mr. Hunt moved that the Board accept the proposed dates for FY2013. Dr. Guerra seconded and it was carried by unanimous vote.

## SEPTIC REGULATIONS

TBOH 6.28.12

Mr. Topping informed the Board that the Conservation Commission passed the Stormwater Bylaws, so he would like the Board to vote on proposed changes to TBOH Regulations at the July meeting. The Board agreed to table this issue until the July meeting.

**EXECUTIVE SESSION (ES)**

Mr. Hunt moved to enter into ES at 10:12 pm (1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and the Annual Employee Review. He moved that the Board adjourn directly from executive session. Mr. Topping seconded and the motion carried unanimously by roll call vote.

The meeting adjourned at 10:29 pm.

Respectfully submitted by

Susan Winslow,  
Acting Recording Secretary