

Town of Topsfield Board of Health  
Meeting of Thursday, June 27, 2013  
Town Hall, 8 West Common

Meeting Minutes  
Approved July 25, 2013

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, June 27, 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; Gerald Topping, PE, Matthew Manning, Dirt Pro Excavation Licensed Septic Installer; David Manning, Dirt Pro Excavation owner. Also present: John Coulon RS, Health Agent; Richard Gandt, Selectman; Susan Winslow Minutes Secretary

**ABBREVIATIONS:**

VNA: Visiting Nurse Association  
RN: Registered Nurse  
IPM: Integrated Pest Management  
NEHA: National Environmental Health Association  
DEP: Department of Environmental Protection  
DPH: Department of Public Health  
MRC: Medical Reserve Corps  
CDC: Center for Disease Control  
TBOH: Topsfield Board of Health  
TAR: Technical Assistance Review

Public Information  
Agenda

Vice Chair Sheryl Knutsen called the meeting to order at 7:37 pm. Because the first Appointment was scheduled for 8:00 pm, the Board agreed to take the Agenda out of order until 8:00 pm.

**Meeting Minutes:**

No action was taken on the May 2013 Minutes. The May 2013 Minutes have been postponed to the July 25, 2013 TBOH Meeting.

**New Business:**

The Board discussed a request to Selectmen to appoint Town Clerk Ann Gill as an Alternate Health Agent for the purpose of processing Burial Permits. Mr. Coulon explained to the Board that this has been the accepted practice in the town of Topsfield.

*VOTE: Mr. Topping made a motion to request that the Selectmen appoint Town Clerk Ann Gill to Alternate Health Agent for the purpose of processing Burial Permits in the town of Topsfield. Dr. Guerra seconded and the motion carried in a unanimous vote.*

**Signature Letter:**

Ms. Knutsen read a letter to the Board from Town Accountant Pam Wood. The letter instructed Board Members who are authorized to sign the TBOH payroll to sign the letter and return it to Ms. Wood.

*VOTE: Mr. Topping made a motion for the Board Members present at the meeting to sign the letter. Ms. Knutsen seconded and the motion carried in a unanimous vote.*

**FY14 Commonwealth Medicine Contract:**

Commonwealth Medicine is still finalizing the relationships with the private insurance carriers, so this item was postponed to the July 25, 2013 TBOH Meeting.

**FY14 UHealth Solutions Contract:**

Section 4 of the UHealth Solutions contract signed last year includes an automatic renewal for one year unless the contract is terminated by either party. The Board discussed the UHealth Solutions billing process: the town is billed for 10% of the funds collected from Medicare for vaccine reimbursement. Mr. Coulon explained that in FY13, the town was billed \$83.27 and took in revenues of \$832.70 for vaccine reimbursement through this program.

*VOTE: Ms. Knutsen called for a vote. The vote was unanimous in support of a request to Selectmen to support the automatic renewal of the UHealth Solutions contract for FY2014.*

**Meeting Dates:**

The Board discussed dates for FY14 TBOH Meetings.

*VOTE: Dr. Guerra made a motion to accept the following FY14 dates for TBOH Meetings: July 25, 2013; August 22, 2013; September 26, 2013; October 21, 2013; November 18, 2013 and December 17, 2013. Mr. Topping seconded and the motion carried in a unanimous vote.*

**Health Agent Report:**

Complaint: Mr. Coulon presented the Board with a letter of complaint received by the Conservation Agent, Lana Spillman. Ms. Spillman included Mr. Coulon in the follow up due to the nature of the complaint: an anonymous letter indicating the pumping of machine washing waste water into wetlands. Mr. Coulon informed the Board that this is a Board of Health issue and he will look into it.

TAR Score: Mr. Coulon told the Board that upon a review requested by John Coulon and Sheryl Knutsen, the CDC has adjusted the Topsfield TAR score upward to a 92, the second highest in the state. Mr. Coulon told the Board that this score was higher than the State of Massachusetts Emergency Preparedness Bureau. The next Federal audit will be in 2016.

At 8:00 PM, the Board returned to the regular Agenda to hear the only appointment of the evening.

**Appointment:**

11 Hickory Lane; Lot 13 Mr. Coulon informed the Board that Conservation Agent Lana Spillman was conducting an inspection at a lot near Lot 13, 11 Hickory Lane when she noticed someone using heavy equipment to dig a large hole at Lot 13. She contacted Mr. Coulon, who informed her that there was not an approved plan or a Disposal Works Construction Permit issued for Lot 13, 11 Hickory Lane. Mr. Coulon immediately called the Design Engineer, Gregory St. Louis of Beals Associates and Matthew Manning of Dirt Pro Excavation, the licensed septic installer whose equipment was being used at Lot 13, and ordered them to stop work immediately.

Mr. David Manning addressed the Board to say that Dirt Pro Excavation made an error in starting work without a permit. He told the Board that this is their seventh septic system installation, with no prior issues. Mr. Coulon spoke up to refute that claim, indicating there have been multiple issues with previous septic system installations conducted by Dirt Pro Excavation, specifically 24 Evergreen Lane and 14 Hickory Lane. A discussion ensued which was halted by Mr. Topping who informed Matthew Manning and David Manning that this is their first warning, and any subsequent issues regarding septic system installation in the town of Topsfield will result in the loss of their Septic Installer License. David and Matthew Manning replied that they understood the gravity of the situation and assured the Board that there would be no further issues. Mr. Topping instructed the Health Agent to keep the Board apprised of the situation and all work being conducted by this installer.

Upon the conclusion of the 8:00 PM appointment, the Board returned to the Agenda items.

**Health Agent Report Continued:**

Tight Tanks at 207 Boston Street: Topsfield Fair Grounds: Mr. Coulon informed the Board that he has been in contact with Claire Golden from the DEP regarding two 2,000 gallon tight tanks that were approved by the Board for installation at the Topsfield Fair Grounds for the purpose of collecting and storing gray water during the Topsfield Fair. Mr. Coulon told the Board that the DEP has approved the tight tanks, and a letter will be forthcoming shortly after July 2, 2013. He said that work to install the tight tanks will begin in mid July.

Board of Health Summer Interns: Mr. Coulon informed the Board that Alex Brinkert, MPH Candidate at Tufts University, is working with the Board of Health this summer through DPH. She is also an RN who works part time on the South Shore for the VNA. Mr. Coulon explained that Ms. Brinkert is working on an Integrated Pest Management Plan (IPM) to include local schools and day care facilities. Her initial project has been expanded to include the towns of Middleton and Boxford. She will be sending letters out to all schools, day care facilities and family day care facilities in the Tri Town area to invite them to an IPM Program she is preparing. This effort will bring these towns into compliance with the Child Protection Act in regard to local mosquito spraying. He also informed the Board that Heather Darrah, a student at Trine University, has returned to the Board of Health this summer as a paid intern.

Arthur Howe III New TRMRC Coordinator Mr. Coulon informed the Board that Art Howe has been hired as the new TRMRC Coordinator. Mr. Coulon explained that Mr. Howe has an impressive educational and emergency preparedness background, including training to the ICS 400 level. He was also the Assistant Fire Chief in the town of Ipswich, MA.

3A Coalition Mr. Coulon and Ms. Knutsen informed the Board about the ongoing efforts of the 3A Coalition. Ms. Knutsen informed the Board that 12 communities have adopted the Emergency Preparedness Handbook pioneered by the town of Topsfield and she has been working with those communities to help them with their TAR scores.

Bills To Be Paid Mr. Coulon informed the Board that there are two people who have outstanding invoices not yet paid by the Topsfield Board of Health: Leo Cormier and Alexander Parker. He informed the Board that he attempted to pay the invoices using the budget line, "Professional Services" but was denied. He informed the Board that these people have been paid in the past by grant funds which have dried up this year. He explained that the town Accountant views these two people as 'employees' thus ruling that they cannot be paid through the line item, "Professional Services." Mr. Coulon informed the Board that he will appeal that decision. Mr. Gandt informed the Board that he recommended Mr. Coulon not pursue this, but he will intervene if asked to do so. Mr. Topping asked the Health Agent if he would report back to the Board with his findings, particularly regarding the latitude of the line item, "Professional Services."

**DEP Drinking Water Report and Letter Requesting Emergency Contact Information:**

Mr. Coulon and the Board instructed Susan Winslow to complete the request for Emergency Contact Information and send it to the DEP Drinking Water Program.

**NEHA Conference:**

Mr. Coulon informed the Board that he will be attending the NEHA Conference in Alexandria, VA from July 8 – 12<sup>th</sup>. Mr. Topping offered to cover septic issues and Dr. Guerra offered to cover Health issues during that period.

Mr. Topping made a motion to adjourn the meeting at 10:00 PM. Dr. Guerra seconded the motion and it carried in a unanimous vote.

Respectfully submitted,

Susan Winslow, Minutes Secretary