

Town of Topsfield Board of Health
Meeting of Thursday, August 25, 2016
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes – August 25, 2016

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, August 25, 2016, at 7:30 pm in the Conference Room of Topsfield Town Hall.

Board of Health Members present: Sheryl Knutsen RN – Chair; Gerald Topping PE, Vice-Chair, Vincent Guerra MD, Thomas Mannetta.

Board Members Not Present: Joseph Collins ESQ.

Others Present: John Coulon RS – Health Agent; Hayley Byra, NEHA Summer Intern; William Holt PLS, RS, SE; Gordon Rogerson RS; Susan Winslow, Minutes Secretary.

COMMONLY USED ABBREVIATIONS:

BOH: Board of Health

BP4: Budget Period 4

CDC: Center for Disease Control

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Commonwealth Information Network

DPH: Department of Public Health

EDS: Emergency Dispensing Site

ESHWT: Estimated Seasonal High Water Table

EP: Emergency Preparedness

FDA: Food & Drug Administration

HHS: Health and Human Services

HMCC: Health & Medical Coordinating Coalition

LSAC: Local State Advisory Committee

MDPH Mass. Dept. of Public Health

MAVEN: Massachusetts Virtual Epidemiology Network

MDEP: Massachusetts Department of Environmental Protection

MEMA: Massachusetts Emergency Management Agency

MRC: Medical Reserve Corps

NEMMC: Northeast Massachusetts Mosquito Control

PE: Professional Engineer

PHEP: Public Health Emergency Preparedness

POD: Point Of Dispensing

RN: Registered Nurse

RS: Registered Sanitarian

SAS: Soil Absorption System

TBOH: Topsfield Board of Health

TRMRC: Topsfield Regional Medical Reserve Corps

VNA: Visiting Nurse Association

Board Chair Sheryl Knutsen called the meeting to order at 7:34 pm.

APPOINTMENTS:

13 Forrest Road

William G. Holt PLS, RS, SE appeared before the Board with two Variance Requests as noted in a letter to the Board of Health dated 7/29/16. He explained that this system is in failure. It has a stone bed with perforated pipes. When asked if he had considered a Presby system for this site, he replied that the system is already raised and the Presby system would be excessively high on this lot.

The variance requests are as noted below:

13 Forrest Road continued...

<i>Citation</i>	<i>Request</i>	<i>Reason</i>
310CMR 15.212	Request for the required groundwater separation from 4' required to 3'	To allow grading and cost for replacement to be minimized due to available replacement area and proximity to lot lines
310CMR15.104	Request for the required minimum separation of tank pipe invert to seasonal high groundwater table from 12" to 0" with rubber boots cast into tanks	

VOTE: Mr. Topping made a motion to accept the Variance Requests as outlined in the letter dated 7/29/16. Mr. Mannetta seconded and the motion carried in a unanimous vote.

278 High Street

Mr. Coulon introduced Elizabeth and Peter Mulholland to the Board and explained that they own a farm with Ms. Mulholland's mother that specializes in the production of goat cheese.

Elizabeth and Peter Mulholland of Valley View Farm appeared before the Board with an informational request regarding the possibility of a reduction in setback from an existing leach pit to a structure. They explained that they wish to tear down an existing chicken barn and erect a new barn for their goats in an area with challenging topography and access, thus the request to build close to the existing leach pit.

Ms. Mulholland's initial request was to ask for a reduction in setback from 10' to the edge of the gravel surrounding the leach pit. The Board explained that this would be impossible due to the fact that it would damage the integrity of the leach pit and set up a potential situation for effluent to rise into the structure. The Board also explained the working of a leach pit and the way in which effluent is discharged into the ground through holes in the tank. Following this explanation, they explained to Mr. and Ms. Mulholland the importance of maintaining enough distance between a leach pit and a structure to ensure that effluent does not bubble up through the ground into the structure.

The Board also informed the Mulhollands that the floor of the structure must be above the elevation where the leach pit is discharging to avoid horizontal migration of the effluent.

The Board also gave the Mulhollands information on Title V regulations and suggested that while it is possible that they could accept a reduction in setback from a structure to a leach pit from Title V required 10' to 5', they could not make a final determination without a formal plan including elevations and the proposed location of the structure. They directed Health Agent John Coulon to visit the site to determine if this request for a setback should be granted upon the receipt of a formal plan.

40 Colrain Road

Gordon Rogerson RS from Hayes Engineering, Inc. appeared before the Board with a Form 9A Variance Request as follows:

<i>Citation</i>	<i>Request</i>	<i>Reason</i>
310CMR15.405(1)(b)	Reduction in setback from slab foundation from 10 feet to 7.5 feet	Not enough land to meet all minimum setback distances

Mr. Rogerson explained that while this system consisting of a cesspool is not in failure, the homeowner is considering selling in the next few years and wants to upgrade the system. He further explained that the house is on a slab foundation and the system is below the grade by one foot, downgrade from the house.

Mr. Coulon reminded Mr. Rogerson that he overpaid with a check for \$225.00 and the office is waiting for the correct fee of \$175.00 to arrive, at which time check #143 in the amount of \$225.00 will be returned.

VOTE: Mr. Topping made a motion to approve the Local Upgrade Approval Request as outlined in Form 9A received at the Board of Health August 10, 2016. Mr. Mannelta seconded and the motion carried in a unanimous vote.

MINUTES:

July 28, 2016

VOTE: Mr. Topping made a motion to accept the July 28, 2016 Minutes as written. Mr. Mannelta seconded and the motion carried in a unanimous vote.

HEALTH AGENT REPORT

School Readiness Meeting

Mr. Coulon reported that he attended the annual School Readiness Meeting at the Howe Manning School in Middleton on 8/24/16. Topics related to Public Health included emerging infectious diseases, flu vaccinations and mosquito and tick-borne illnesses.

Public Safety Committee Meeting

Mr. Coulon informed the Board that at the recent Public Safety Committee Meeting, there was discussion about the sale of the field on Route 1 just south of Salem Street to the Essex Agricultural Society for the purpose of Fair Parking. Mr. Coulon explained that the Fair has lost parking revenue in the past to Masconomet Regional High School and North Shore Community College where satellite parking has been offered. This purchase will allow the Fair to recoup those parking fees. Concern was noted about the danger of people walking down busy Route 1 from the lot to the Fairgrounds and the potential danger from a proposed third lane in the center of narrow Route 1 to be set up for a shuttle bus from the lot to the front gate of the Fairgrounds.

Soil Testing at 8 West Common Street

Mr. Coulon informed the Board that recent soil testing at 8 West Common Street for the proposed renovation and expansion of Town Hall was successful with no unpleasant surprises. He informed the Board that the redoximorphic features in the soil were higher than indicated by borings taken in the past at this location. Heavy concentrations of coarse sand and gravel were found in this soil testing, indicating that a gravity system should suffice with a 1500 gallon tank.

Report from NEHA Intern Hayley Byra, a Junior at UMass/Lowell

Mr. Coulon re-introduced Ms. Byra to the Board after which Ms. Byra gave the Board a synopsis of her activities at the Topsfield Board of Health. She thanked Mr. Coulon and the Board for giving her the opportunity to experience a wide variety of Public Health activities. She reported that she has learned how to do food, camp and beach inspections. She has witnessed multiple soil tests and gained experience in the inspectional process involved in the installation of septic systems. She informed the Board that she has had the opportunity to attend a workshop on Hoarding, learn about Beaver trapping, participate in housing inspections, and attend a three-day FDA Food Protection Seminar in Northampton, MA funded through the FDA/AFDO Retail Program Standards grant awarded to the Topsfield Board of Health for 2016.

Ms. Byra informed the Board that her project for the NEHA Intern Program is to promote the creation of a personalized septic system report through www.h2oandm.com. She informed the Board that there would be a large amount of data entry needed, possibly through the use of future interns, but this project would create an online tool where the public could identify the history and specifics of each resident's septic system.

The Board directed Mr. Coulon to include a section on the Website with a list of Interns and their projects and to create a publicity release including a photo for the Tri Town Transcript.

Mr. Coulon informed the Board that Ms. Byra and MDPH Intern Caitlin Pohl will be returning to Topsfield to assist with food inspections at the 2016 Topsfield Fair.

The Board commended Ms. Byra for her hard work at the Topsfield Board of Health this past summer.

Commonwealth Medicine Contract

Mr. Coulon reminded the Board that this is an open-ended contract to handle vaccine reimbursement from private insurance companies and Medicare for flu vaccine and flu vaccine administration. He asked the Board to vote to support the continuation of this contract.

VOTE: Mr. Topping made a motion to support the continuation of the Commonwealth Medicine contract for the purpose of vaccine and vaccine administration reimbursement. Mr. Mannelta seconded and the motion carried in a unanimous vote.

January through June Meeting Dates

The Board Reviewed a list of proposed meeting dates in 2017 as follows: January 26, February 23, March 23, April 27, May 25, June 22.

VOTE: Mr. Topping made a motion to accept the following 2017 meeting dates: January 26, February 23, March 23, April 27, May 25 and June 22. Mr. Mannelta seconded and the motion carried in a unanimous vote.

MAVEN Reports

Ms. Knutsen reminded the Board that there has been a request for quarterly MAVEN reports. Ms. Winslow will contact the VNA to request this item.

COMMUNICATIONS

Mr. Coulon presented a letter from the Topsfield Conservation Commission outlining the Order of Conditions for the breach of the Beaver Dam near the Perkins Row well field.

Mr. Coulon presented the postcard sent to residents informing them about the proposed renovation and expansion of Town Hall. He noted that people expressed concern with the façade of the building shown on the postcard which features the rear entrance of the building, not the front.

Mr. Coulon informed the Board that a 30 seat restaurant featuring brick oven pizza is under construction at 414 Boston Street on the corner of North Street and Route 1.

VOTE: Mr. Topping made a motion to adjourn. Ms. Knutsen seconded and the motion carried in a unanimous vote.

The meeting adjourned at 9:57 pm.

Respectfully submitted,

Susan Winslow, Minutes Secretary