TOPSFIELD BOARD OF HEALTH
Meeting of Thursday, July 22, 2010 ~ 7:30 PM
Town Hall Conference Room

With a quorum present, in the absence of the Chair, Ms. Knutsen called the meeting to order at 7:35 PM
Board of Health members present: Sheryl Knutsen, Acting Chair; Dr. Vincent Guerra; Wade Goldman; William Hunt (9:49 PM – 11:18 PM)
Not Present: Gerry Topping
Also Present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary; Selectmen Dick Gandt

Abbreviations used:
BOH Board of Health

Public information:
Agenda

MINUTES – June 2010
Ms. Knudsen made a motion to accept the June (BOH) minutes with edits as indicated. Dr. Guerra seconded and the motion carried unanimously with Mr. Goldman voting present.

APPOINTMENTS
VOTE: 14 Arrowhead Road – Carpenito
The request is for a 2 year extension on percolation data; original testing was done in 2004 with extensions being granted bi annually.
Present: Erica Carpenito
Ms. Carpenito informed the Board that she expects to sell the property. The building was torn down and the property remains as an empty parcel.
Mr. Coulon confirmed there is no change in the status of the property since the percolation testing was done and recommends approval.
The Board of Health Rules and Regulations Section 15 was referenced and it was determined an extension was grantable.

Dr. Guerra made a motion to accept the extension of the percolation data at 14 Arrowhead Road to expire two years from the previous date. Mr. Goldman seconded and the motion carried by unanimous vote.

VOTE: 38, 40, 46 Main Street, Application for Local Upgrade Approval
Regarding 44 Main Street – unoccupied commercial building
Present: Property owner Leslie Eckholdt; Mary and Chris Bandereck, tenants
The original request was to reduction in separation in ground water; the leach field of the septic system serving the front 3 businesses has failed.
Tom Mannetta, Engineer is devising a plan to remove leach field and replace it with the appropriate sand and that 44 Main Street is added to the system; the tank will not be replaced. This will not increase flow due to the 1995 plan was over built for the current businesses.

The applicant requested the BOH to meet to review the Engineers plan before the posted August meeting.

The applicant was reminded that abutters need to be notified, and all BOH meetings must be posted 48 hours in advance of the meeting. Mr. Coulon observed granting the request to meet outside of the meeting schedule is not common practice of the Board.

The Board members agreed to be notified upon the plan being submitted to the Health Agent,

No action was taken by the Board.

VOTE: 174 Washington Street, Map 39, Lot 77 - Mitchell
Local Upgrade Approval – Septic
Present: Randy Burley, Mill River Consulting; Dan Mitchell, Home Owner
This is a three bedroom home. This is an upgrade to an existing wastewater system with a failed leaching field for a 3 bedroom home.
The BOH gave consideration to a letter dated June 10, 2010, requesting for local upgrade approvals; to reduce the requirement of two deep holes tests from one to two, and to use a sieve analysis in lieu of a percolation test.
Mr. Burley gave a presentation referencing a Sewage Disposal System plan dated June 10, 2010. The "sieve analysis" was explained to the Board.
The Board required a certified copy of the sieve report be in the file.

Dr. Guerra made a motion to grant the local upgrade as requested as mentioned in the letter of June 10, 2010 from Mill River Consulting to reduce the requirement of two deep hole tests from one to two and to allow the use of a sieve analysis. Ms. Knutsen seconded and the motion carried by unanimous vote.

Mr. Gandt questioned the system failing within 10 years and questioned if this should be inspected before it is replaced.

VOTE: 139 High Street, Map 50 Lot 2 – Bonnano
Local Upgrade Approval - Septic
Present: Gregory Bernard, Decoulos Engineering
Mr. Bernard informed the Board that the Conservation Commission has not approved the flagging of the wetlands to date. This is sewage disposal system with a failed system for a three bedroom home; the original system was installed in 1971.
A new 1500 gallon tank will be installed. Determinations will be made in the field regarding pipe materials.
The BOH gave consideration to a letter dated July 21, 2010 requesting a variance from Topsfield BOH Regulations: Reduction of sewage flow from 200 gallons per bedroom to 110 gallons per bedroom.
Local upgrade approvals; Reduction of system location set back to the front property line from 10 feet to 6 feet; Reduction of separation from bottom of soil absorption system of high groundwater from 4 feet to 3 feet; Sieve analysis to be used when a percolation test cannot be performed(there is a percolation test on record). The BOH was provided a copy of the sieve report.
Mr. Bernard gave a presentation referencing a Sewage Disposal System Plan dated: July 21, 2010

Mr. Goldman made a motion to approve variance and local upgrades as requested in the letter dated July 21, 2010 for 139 High Street. Dr Guerra seconded and the motion carried by unanimous vote.

VOTE: 16 Ipswich Road, Map 25, Lot 15 - Minter
Local Upgrade approval – Septic
Present: Jim Scanlan, Scanlan Engineering
This is an upgrade to a 3 bedroom home with cesspool with slow drainage. The proposal is for a gravity system with a 1500 gallon septic tank and leaching field. The system is sized for 200 gallons per bedroom per day.
Mr. Scanlan made a presentation referencing a Plan and Flow Profile dated June 22, 2010.
The Board gave consideration to a reduction in separation from ground water from 4 feet to 3 feet
The Health Agent recommended approval.

Mr. Goldman made a motion to grant the local upgrade approval of the separation of ground water from 4 feet to 3 feet as stated in the plan dated July 6, 2010 and stated in DEP form 9A as submitted and received by the BOH office July 6, 2010.
Ms. Knutsen seconded and the motion carried by unanimous vote.

NEW BUSINESS

VOTE: Question of permitting Topsfield Beach Association per 105 CMR 445; 141 Haverhill Road

Present: Mark Sandt, Topsfield Beach Association (TBA) representation

Mr. Coulon explained that TBA is responsible for Hood Pond Beach. As a semi public bathing beach, they must seek a permit as mandated by the Mass. Department of Public Health (M.D.P.H.); this is under the jurisdiction of the BOH.

Mr. Coulon requested direction from the Board regarding a permitting application and consideration of a permit fee to cover inspections and clerical work.

9:49 PM Mr. Hunt Arrived.

Dr. Guerra made a motion to set a $50 application fee for processing applications for public or semi public bathing beaches and that this is an annual permit from the date of issuance to expire December 31st that same year at midnight. Mr. Goldman seconded and the motion carried by unanimous vote.

It was noted that the TBA is a membership only 5013C nonprofit organization with good standing; membership fees for Topsfield residents; $150 per household; non residents is $180 per household.

Mr. Hunt made a motion that the process and criteria that currently in place for food applications will apply to any application that come before the board regarding fee waivers. Mr. Goldman seconded and the motion carried by unanimous vote.

Mr. Coulon reviewed the criteria for a waiver request: Entity be legal nonprofit; entity have a positive compliant history; request for fee waiver be made prior to event(opening/ request for issuance) ; Menu be considered low risk; operation request minimum of BOH Agent's time.

Selectman Gandt urged that the BOH consider not charging a fee.

The Health Agent was directed to get a permit application from the TBA, that there is no fee assessed for 2010 season.

HEALTH AGENT'S REPORT

Emergency Preparedness / Medical Reserve Corp – Update

Monthly Tuesday night classes continue in CPR and First Aid, and Psychological First Aid.

Topsfield Medical Reserve Corps has partnered with Northeast Health System for a booth at the Fair to conduct Health Screenings, two hours each day; types of screening are being discussed.

Ms. Knutsen completed the ICS 200 Emergency Preparedness Class/Test in Boston.

Topsfield has 7 trained people at the ICS 400 level (area commander)

Mutual Aid (Old Business)

Ms. Knutsen talked about Mutual Aid, FEMA reimbursements.

Mr. Coulon summarized the history of Mutual Aid in Massachusetts report as provided by Ms. Knutsen.

The Next step is to strategize the appearance before the BOS to sign on the Mutual Aid Agreement in the coalition that Topsfield belongs (3A) of a 14 community coalitions; Mr. Goldman will prepare a presentation for the BOS to be discussed at the next BOH meeting.

English Commons, 12 Boston Street– Update
The TBOH were presented with a formal invitation to the Grand Opening of the Model Homes at English Commons on August 7, 2010 from Allen Berry.

Michael Paulin will be forwarding inspection information to the TBOH office including field book notes and photos for the record. Masterson Construction is installing the Water-loo Bio (septic) System. The Board is welcome to view the system.

Flu: Seasonal & H1N1 – Update
Mr. Coulon stated there is a State wide conference call on September 7th to plan the fall flu season.

Fair- Review Preparations
Public Safety Committee met with General Manager, Director of Maintenance, and Mr. Tucker to preview preparations for the Fair. It was stipulated next month that the owner of Fiesta Show to attend and that improvements are made every year.

OLD BUSINESS
VOTE: Question of requiring temporary housing permit for Fair Housing per 105 CMR 410
Mr. Coulon explained that temporary housing is used during Topsfield Fair for carnival workers and booth owners.
Fiesta owns half the temporary trailers; RV's are often used by booth owners.
The Board discussed requiring a temporary housing permit is sought for temporary housing during the fair.
He reviewed the health risk associated with temporary housing.
The owner of the temporary housing is responsible for the permit and fees.

11:18 PM – Mr. Hunt left the meeting.
The Board took no action and deferred this to the next meeting.

BOH Webpage – Web Site Committee
Ms. Knutsen reported that she and Selectmen Martha Morrison updated the BOH web page; updates will be ongoing.

FINANCIALS
Review and sign Bill Warrant

COMMUNICATIONS
The Board acknowledged a letter of thank you to the BOH member Gerald Topping from the MHOA

Next meeting is August 26, 2010

11:45 PM - Mr. Goldman made a motion to adjourn and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley