

Town of Topsfield Board of Health  
Meeting of Thursday, December 14, 2017  
Town Hall Offices, 461 Boston Street, Suite E-6, Topsfield, MA 01983

Meeting Minutes – December 14, 2017

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, December 14, 2017, at 7:30 pm in the Conference Room of Topsfield Town Hall Offices.

Board of Health Members in Attendance: Chair Sheryl Knutsen RN; Vince Guerra MD; Thomas Mannetta CE. Vice Chair Gerald Topping PE was not in attendance.

Others in Attendance: John Coulon RS, Health Agent, Susan Winslow, Administrative Assistant and Recording Secretary, Melissa Gutman Executive Office Administrator at Peirce Farm, Daniel Philpot, General Contractor at Peirce Farm, Gordon Rogerson RS from Hayes Engineering, Rob Sarmanian from Oakson, Inc. and Selectman Richard Gandt.

**COMMONLY USED ABBREVIATIONS:**

BOH: Board of Health	MAVEN: Massachusetts Virtual Epidemiology Network
BOS: Board of Selectmen	MDEP: Massachusetts Department of Environmental Protection
CDC: Center for Disease Control	MEMA: Massachusetts Emergency Management Agency
CEU: Continuing Education Unit	MRC: Medical Reserve Corps
CEMP: Comprehensive Emergency Management Plan	
COIN: Commonwealth Information Network	NEMMC: Northeast Massachusetts Mosquito Control
DPH: Department of Public Health	PE: Professional Engineer
EDS: Emergency Dispensing Site	PHEP: Public Health Emergency Preparedness
ESHWT: Estimated Seasonal High Water Table	POD: Point Of Dispensing
EP: Emergency Preparedness	RN: Registered Nurse
FDA: Food & Drug Administration	RS: Registered Sanitarian
HHS: Health and Human Services	SAS: Soil Absorption System
HMCC: Health & Medical Coordinating Coalition	TBOH: Topsfield Board of Health
LSAC: Local State Advisory Committee	TRMRC: Topsfield Regional Medical Reserve Corps
MDPH Mass. Dept. of Public Health	VNA: Visiting Nurse Association

Board Chair Sheryl Knutsen called the meeting to order at 7:33 pm.

**ANNOUNCEMENTS**

Health Agent John Coulon announced that the 8:00 pm Appointment for the 20 Andrews Road variance request to reduce the setback from a dormant well was postponed until the Board of Health Meeting on January 18, 2018.

## NEW BUSINESS

### Peirce Farm

Mr. Coulon distributed letters from Peirce Farm to the Topsfield Board of Health dated October 10, 2017, November 13, 2017, December 12, 2017 and December 14, 2017. Mr. Coulon reminded the Board that at the December 15, 2016 Board of Health Meeting, Sean Ward from Peirce Farm was directed to send letters to the Board of Health with monthly updates on the progress of the septic system installation at Peirce Farm, 116 Boston Street with a completion date no later than December 17, 2017. Per the decision of the Board of Health, the 2018 Food Permit for Peirce Farm was renewed monthly as long as this condition was met.

Mr. Coulon referred the Board to the December 15, 2016 Meeting Minutes and informed the Board that because the septic system has not been completed, Peirce Farm has not met the conditions outlined by the Board at that meeting, thus putting their septic and food permits in jeopardy of being revoked.

Melinda Gutman, Executive Office Administrator at Peirce Farm, explained that she has stepped into the role of Manager in November, 2017, and the completion of the septic system is her top priority. Ms. Gutman has been working with Gordon Rogerson RS from Hayes Engineering and Rob Sarmanian, General manager of Oakson Inc. to complete the system as soon as possible. Mr. Rogerson and Mr. Sarmanian confirmed that this is the case and they presented a Revised Septic Design Plan dated December 13, 2017 to the Board. The Revised Design includes a leaching area with a Perc-Rite System that will require 800 cubic yards of fill instead of 1600 cubic yards, as well as 267 cubic yards of sand instead of 395 cubic yards. In addition, the Perc-Rite design will have less of an impact of existing tree line at Peirce Farm.

The Board instructed Mr. Rogerson and Mr. Sarmanian to provide the Board with elevations for the effluent line on the As Built plan.

***VOTE:*** Mr. Mannetta made a motion that the Board extend the agreement for Peirce Farm to complete the septic system at 116 Boston Street including a Certificate of Compliance by January 18, 2018. Seconded by Dr. Guerra. Discussion: Chairman Sheryl Knutsen informed the attendees that if this agreement is not met, the Food and Septic permits for Peirce Farm will be revoked. Mr. Mannetta added that there will be no further extensions of this agreement. Chairman Knutsen called for a vote, so voted 2-1.

Dr. Guerra made a motion to adjourn. Seconded by Mr. Mannetta, so voted 3-0. The Meeting adjourned at 8:20 PM.

## DOCUMENTS

1. Agenda
2. Letters from Peirce Farm to the Topsfield Board of Health dated October 10, 2017, November 13, 2017, December 12, 2017, December 14, 2017
3. Revised septic design plan for 116 Boston Street dated December 13, 2017
3. Topsfield Board of Health Minutes dated December 15, 2016.

Minutes were accepted as written at the January 18, 2018 Board of Health Meeting.

Pursuant to the 'Open Meeting Law, G.L. c. 30A, §18-25, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.