

Town of Topsfield Board of Health
Meeting of Thursday, July 28, 2016
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes – July 28, 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, July 28, 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, Joseph Collins ESQ.
Board Members Not Present: Vincent Guerra MD, Thomas Mannetta.

Others: John Coulon RS – Health Agent; Caitlin Pohl, MDPH Summer Intern; Anthony DelGaizo PE, Ragg's Septic; Fred Fish, Ragg's Septic; James Scanlan PE, Scanlan Engineering; Daniel Johnson RS, Domestic Septic Design; 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 7:35 pm.

APPOINTMENTS:

30 Main Street

Fred Fish, owner of Ragg's and Anthony DelGaizo PE presented the Board with a septic design plan to install a Tight Tank at 30 Main Street (Topsfield Village Shopping Center). They informed the Board that the tank will serve the hair and nail salon currently at 17 Main Street and will include two alarms as a safety precaution against over-filling.

VOTE: Mr. Topping made a motion to accept the septic design plan for a Tight Tank at 30 Main Street subject to the review and approval of the Health Agent. Mr. Collins seconded and the motion carried in a unanimous vote.

131 Main Street

Daniel Johnson RS of Domestic Septic Design presented the Board with a Septic Design Plan for 131 Ipswich Road with a Form 9A Local Upgrade Approval request as follows:

- Reduction in separation between the SAS and high groundwater from 4' to 3.2'

Mr. Johnson explained that this request is "to prevent the installation of a pump chamber (a new 1500 gallon septic tank was installed in 2005. The existing invert out of tank prevents 4' GW offset to bottom of new field)" This is also referenced in Form 9A under Section C. Mr. Johnson also informed the Board that he will be filing a Notice of Intent with the Topsfield Conservation Commission.

VOTE: Mr. Topping made a motion to approve the Local Upgrade Approval Request as outlined in Form 9A, granting a reduction in separation between the SAS and high groundwater from 4' to 3.2'. Mr. Collins seconded and the motion carried in a unanimous vote.

2 Proctor Drive

James Scanlan PE appeared before the Board with two Variance requests as follows:

Citation	Request	Reason
310CMR15.104(4) requires that at least one(1) soil percolation test be performed at each proposed soil absorption system area.	Requesting the use of Soil Analysis in lieu of percolation test for design of the leach area	A soil percolation test was unable to be run due to existing ground water level and the depth of the "Naturally Occurring Pervious Material".
310CMR15.102(2) requires that two (2) deep holes be dug in the soil absorption system area/	Requesting approval of only one (1) deep hole dug within the soil absorption area.	Applicant has only one dug within the area of the proposed soil absorption system, however the soils are consistent with the other four (4) deep holes, dug on site. Soil in each DOH was very unstable.

He informed the Board that the current septic system at this address is in failure. He presented the septic design repair plan to the Board and explained that the entire site appears to have a significant depth of fill above the natural soils, but the natural soils appear consistent throughout the site.

VOTE: Mr. Topping made a motion to grant the two Variance Requests above as outlined in Mr. Scanlan's letter to the Board dated July 20, 2016. Mr. Collins seconded and the motion carried in a unanimous vote.

MINUTES:

April 28, 2016

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

June 23, 2016

VOTE: Mr. Topping made a motion to accept the June 23, 2016 Minutes as written. Mr. Collins seconded and the motion carried in a unanimous vote.

HEALTH AGENT REPORT

Fee Waiver Requests

Mr. Coulon reported that he has recently received a number of fee waiver requests for Temporary Food Permits: the Masconomet Alumni Association Reunion, The Essex Agricultural Society's Topsfield Fair Volunteer Picnic and the Essex County Co-Op Customer Appreciation Day catered by Henry's Market. He informed the Board that he reviewed each request in relation to the Fee Waiver Criteria reviewed by the Board in 2015 and determined that these events do not meet the threshold for a fee waiver. Mr. Coulon informed the Board that he informed each of these applicants that they could appeal his decision to the Board, but none have done so.

The Board voiced their support of Mr. Coulon's decision regarding these requests.

Caitlin Pohl Summer Intern Project

Ms. Pohl informed the Board that she is working on a project regarding private wells in Topsfield. She will identify homes with private wells and she is developing an informational brochure to help educate homeowners about the importance of having their well water tested. She will include information on local testing facilities and the environmental elements that may impact well water in Topsfield. This information will also be added to the Topsfield Board of Health website. She will be presenting her project at the 2016 MDPH Summer Intern Closing Ceremonies at the State Laboratory in Jamaica Plain on August 17.

Emergency Preparedness

Sheryl Knutsen and John Coulon have attended recent LSAC meetings at MEMA headquarters. Mr. Coulon informed the Board that he is not seeing a robust MRC across the state, and the TRMRC has not been active. He informed the Board that he is in the process of hiring a new Coordinator for the TRMRC to replace Arthur Howe III who has moved to Portland, Maine.

MAVEN

Ms. Knutsen explained to the Board the importance of a central source of information regarding disease outbreak, particularly in relation to Public Health Emergency Preparedness. Not only does MAVEN serve this need, Topsfield's participation in MAVEN through the contract with the VNA is a deliverable for Public Health Emergency Preparedness grant funds.

Monthly Case Review

Mr. Coulon informed the Board that Water Superintendent Greg Krom has applied for and received a permit from the Board of Health and Conservation Commission to breach the beaver dam on the town side of the Perkins Row bridge. This was done to alleviate flooding that would negatively impact the Perkins Row well field, the source of half of Topsfield's public water supply.

He also informed the Board that he met with Larry Graham regarding the proposed new septic system for Topsfield Town Hall. Soil borings have been taken and soil testing will take place toward the end of August.

He presented the Board with the most recent drawings of the town hall project which are still subject to change.

COMMUNICATIONS

Mr. Coulon reviewed the communications in this month's packets including:

- Letter to Topsfield Selectmen from resident Kathy Yanetti recognizing John Coulon and Susan Winslow for their help
- MDEP Boil Water Termination Notice re: Andrews Farm Water Company
- MDEP Drinking Water Program Testing Results for Topsfield
- MDEP letter re: Nike Village Pump Station Upgrade Plan Approval
- List of Meeting Dates until December 2016

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

The meeting adjourned at 8:59 pm.

Respectfully submitted,

Susan Winslow, Minutes Secretary