

Town of Topsfield Board of Health
Meeting of Thursday, January 18, 2018
Town Hall Offices, 461 Boston Street, Suite E-6, Topsfield, MA 01983

Meeting Minutes – January 18, 2018

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, January 18, 2018, at 7:30 pm in the Conference Room of Topsfield Town Hall Offices.

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

Others in Attendance: John Coulon RS, Health Agent, Susan Winslow, Administrative Assistant and Recording Secretary, Melinda Gutman Executive Office Administrator at Peirce Farm, Gerard McDonald PE of H.L. Graham Associates, Daniel Philpot, General Contractor at Peirce Farm, resident Jerome Riordan. 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 7:30 pm.

MEETING MINUTES

Vice Chair Gerry Topping made a motion to accept the December 14, 2017 Minutes as amended. Seconded by Dr. Guerra, so voted 3-0.

CORRESPONDENCE

The Board reviewed the following Correspondence:

- Letter dated December 20, 2017 from Cynthia D. Campisano, MS, PG, Senior Scientist/Project Executive from Environmental Health & Engineering. The Board determined letter does not require action by the Board of Health.
- Letter dated December 7, 2017 from Michael Lombardo, Town Manager, Hamilton, MA regarding Hamilton wellhead district.

NEW BUSINESS

Peirce Farm, 116 Boston Street

Health Agent John Coulon referred the Board to the letter from Peirce Farm dated January 11, 2018 informing the board that the Perc-Rite septic system at Peirce Farm has been installed, tested and determined to be fully functional.

Mr. Coulon also referred the Board to the signed Certificate of Compliance for the septic system at Peirce Farm.

Rob Sarmanian from Oakson, Inc. informed the Board that the leach field has been covered with sand, but due to the extreme cold, the loam for the final cover has been stock-piled and frost blankets are being used to cover the leach field until spring. The frost blankets are monitored daily, and will be removed in April when the ground thaws and loam and seed can be spread over the leach field. Melinda Gutman from Peirce Farm requested that the Food Permit for Peirce Farm be granted on an annual basis now that the system is complete.

Vice Chair Gerry Topping suggested that the Board issue the Food Permit until April, at which time the Board will review the status of the leach field completion and consider extending the validity of the Food Permit to December 31, 2018.

VOTE: Mr. Topping made a motion to grant the Food Permit for Peirce Farm effective January 18, 2018 to the April 26, 2018 Board of Health meeting. Seconded by Dr. Guerra, so voted 3-0.

Variance Request – 20 Andrews Road

Gerry McDonald PE from H.L. Graham Associates and homeowner Jerry Riordan of 20 Andrews Road appeared before the Board with a variance requests as follows:

310CMR section 15.405(1)(g) to allow a leach field to be within 100 feet of a private well. A 74' setback is proposed to the dormant well on the property.

Mr. McDonald informed the Board that a similar Variance Request for this property was granted in 2009, as well as a variance with a Presby-Enviro-septic pipe to allow a 2 foot reduction in the required separation between the bottom of the leach bed and groundwater.

Due to issues between the homeowner and neighbor regarding the driveway, the septic system repair was not done. Due to size constraints on the lot, Mr. Riordan is asking for the above reduction in setback from the leach field to the existing dormant well on the Riordan property. Mr. Riordan informed the Board that, although the well is located on his property, the neighbor owns the rights to that well.

Vice Chair Topping expressed the following concerns:

- A Reduction from 100' of separation to 74' of separation is a concern when the well is down-grade from the leach field.
- The rights to the well are owned by the neighbor.

Selectman Richard Gandt interjected that the Board has the right to grant a reduction of setback from a leach field to a well up to 50 feet.

VOTE: Mr. Topping made a motion to approve the variance requested on the Septic Design Plan dated March 31, 2007 and submitted by Gerard McDonald PE on 11/27/17 as follows: 310CMR section 15.405(1)(g) to allow the leach area to be within 100 feet of a private well. A setback of 74 feet from a dormant well requested. Seconded by Dr. Guerra. So voted with 2 in the affirmative and one abstention (Vice Chair Gerry Topping).

HEALTH AGENT REPORT

Town Hall Septic System Installation

Health Agent John Coulon informed the Board that he received an email dated January 19, 2018 from David Dawley, Superintendent of United Civil, Inc., informing him that the new septic system for the Town Hall Offices at 8 West Common Street was scheduled to be installed in late January. Mr. Coulon informed the Board that the contractor scheduled to install the system is not licensed in the Town of Topsfield. Mr. Coulon asked Mr. McDonald of H.L. Graham Associates, Designer of the System, if he would follow up with United Civil to ensure that the contractor will be informed that he must pass the Topsfield Septic Installer Exam (\$100 fee) and apply for a 2018 Septic Installer License (\$75 fee) before starting any installation. Mr. McDonald stated that he will do so. Mr. Coulon has asked Mr. Dawley at United Civil to delay the installation until Mr. Coulon returns from vacation in early February.

General

Health Agent John Coulon distributed his meeting notes from the Topsfield Public Safety Committee meetings on December 21, 2017 and January 18, 2018. He also distributed a list of illnesses at Proctor School from early September to December 31, 2017 submitted by School Nurse Melissa West. Mr. Coulon gave the Board an update on MRC activities including stand-by status during recent snowstorms and continued development of a P.O.D. plan for Masconomet Regional High School.

Monthly Case Review

Mr. Coulon informed the Board about a case involving a Topsfield resident who requested that he contact the Highway Superintendent to remove fallen trees from her back yard. She also wanted the Town to force her neighbor to clean out a pond in his back yard because she was concerned it would be a breeding ground for mosquitoes and other insects. She informed Mr. Coulon that the prior owner of the neighboring property cleaned out the pond and used it for swimming and fishing. Mr. Coulon discovered that the neighbor's 'pond' was actually a vernal pool that should not have been disturbed at any time. Mr. Coulon informed the resident that the Town would not remove trees on private property, and vernal pools are protected and may not be disturbed.

Gun Violence Prevention

Chair Sheryl Knutsen and Board Member Dr. Vince Guerra recently attended a presentation by David Hemenway for Hands Up For Gun Safety (H.U.G.S.). Ms. Knutsen presented the slides used in Mr. Hemenway's PowerPoint presentation and reviewed the information shared by Mr. Hemenway in the seminar.

“Five Days at Memorial”

Chair Sheryl Knutsen gave the Board a synopsis of the book, “Five Days at Memorial” outlining the conditions at Memorial Hospital in New Orleans, Louisiana during Hurricane Katrina. Ms. Knutsen shared the lessons from this book that can benefit Public Health today.

ADJOURN

Mr. Topping made a motion to adjourn at 10:30 PM. Seconded by Dr. Guerra, so voted 3-0.

DOCUMENTS

1. Agenda
2. Letter from Peirce Farm to the Topsfield Board of Health dated January 11, 2018
3. Certificate of Compliance for 116 Boston Street, Topsfield
3. Septic Design Plan for 20 Andrews Road, Topsfield dated March 31, 2007 and signed by Gerard McDonald PE on 11/27/17.
3. Letter dated December 7, 2017 from Hamilton town Manager Michael Lombardo
4. Topographic map outlining well head protection zone on Ipswich River
5. Letter dated December 20, 2017 from Cynthia D. Campisano MS, PG, Senior Scientist/Project Executive at EH&E
6. Public Safety Meeting Notes dated December 21, 2017 and January 18, 2018
7. Email from Melissa West, School Nurse at Proctor School, dated December 13, 2017
8. Meeting Minutes of December 14, 2017

Minutes were accepted as written at the March 1, 2018 Board of Selectmen 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.