



BOARD OF HEALTH
Topsfield Town Offices
461 Boston Street, Suite E-6, Topsfield

Minutes of Thursday, August 23, 2018
7:30 PM

Board Members present were Chairman Sheryl Knutsen RN, Vice Chairman Gerald Topping PE, Thomas Manna CE and Anthony Alley MSN. Board Member Vincent Guerra MD and Health Agent John Coulon RS were not in attendance. Also in attendance: Senior Administrative Assistant/ Recording Secretary Susan Winslow, Will Schkuta from The Morin-Cameron Group, Inc. and residents Sharon and Ted Wilson.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

CDC: Center for Disease Control

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Commonwealth Information Network

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

DPH: Department of Public Health

EDS: Emergency Dispensing Site

ESHW: 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

CALL TO ORDER

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

Board Member Anthony Alley informed the Board that he will be sworn in during the week of 8/27/18, so he was not eligible to vote at this meeting.

APPOINTMENTS

164 Washington Street

Will Schkuta from the Morin-Cameron Group Inc. presented two Local Upgrade Approval Requests for 164 Washington Street. Mr. Schkuta submitted the abutter notification to the Chair and explained that the septic system at this address is in hydraulic failure. He explained the design must work within the constraints of the property which has wetlands in the back yard. Vice Chair Gerry Topping PE and Board Member Tom Manna questioned Mr. Schkuta about possible consideration of a Presby System at this location or possibly changing the location of plumbing in the basement. It was determined that an extensive

rearrangement of plumbing was not financially feasible, and a Presby System would not offer substantial benefits beyond the proposed system. Mr. Schkuta, Mr. Topping and Mr. Mannelta answered questions from abutters Sharon and Ted Wilson about the size, shape and location of the proposed system.

VOTE: Mr. Topping made a motion to approve the Local Upgrade Approval Requests for 164 Washington Stree as outlined in the Form 9A Local Upgrade Approval Request as follows:

Citation	Description
310CMR15.405(1)(a)	Distance of SAS to property line: Required: 10' Requested: 7'
310CMR15.405(1)(h)	Separation distance between SAD and High Groundwater Elevation: Required: 5' Requested: 4.5'

Mr. Mannelta seconded the motion and Chair Sheryl Knutsen asked if there was further discussion. After determining that there was no further discussion from the public or Board Members, Chairman Knutsen read a Memo from Health Agent John Coulon into the record as follows:

“As requested, I recommend the Board grant the Local Upgrade Requests of the property line setback reduction from 10 feet to 7 feet and separation reduction between bottom of leach bed and estimated seasonal high groundwater from the DEP required 5 feet to the requested 4.5 feet. Neither of these requests would adversely impact the function of the system or, in my opinion, the intent of the Title V Requirements.

The Designer’s intent appears to be to maximize the function of the leach field while minimizing the impact of installation and operation in the location dictated by wetlands setbacks and other setbacks imposed by factors at the location.”

Chairman Knutsen called for a vote. The Board approved the Local Upgrade Approval Requests in a vote of 3-0.

NEW BUSINESS

8/23/18 Activity Update

Chairman Knutsen distributed the 8/23/18 Activity Update which included a list of current Septic and Soil Testing Projects.

Emergency Preparedness

Chairman Knutsen informed the Board that the International Institute of Greater Lawrence (IIGL) has been terminated as the fiscal host for regional Public Health Emergency Preparedness. Because of this, there will be no funds available for Emergency Preparedness activities in the first quarter of Fiscal Year 2019.

Complaint Update

The Board of Health received no complaints since the July 26, 2018 Meeting.

Topsfield Village Shopping Center Update

Mr. Coulon continues to monitor the Topsfield Village Shopping Center, but there have been no new complaints or violations.

MINUTES

VOTE: Mr. Topping made a motion to accept the July 26, 2018 Meeting Minutes as written. Seconded by Mr. Mannetta, so voted 3-0.

CORRESPONDENCE

The Board reviewed the 'Free Food Safety Forum' flyer for the event to be held on September 6, 2018 at the Fairgrounds, hosted by the Topsfield, Middleton, Boxford, Danvers and Newburyport Health Departments.

ADJOURN

VOTE: Mr. Topping made a motion to adjourn at 8:01 pm. Seconded by Mr. Mannetta, so voted 3-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Form 9A Application for Local Upgrade Approval for 164 Washington Street
3. Notice of Abutter Notification related to 164 Washington Street Local Upgrade Approval Requests
4. Memo from Health Agent John Coulon related to 164 Washington Street Local Upgrade Approval Requests
5. 8/23/18 Activity Update
6. Free Food Safety Forum Flyer
7. Draft Minutes from July 26, 2018 Board Meeting

These Minutes were accepted at the September 20, 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.