



BOARD OF HEALTH
Topsfield Town Offices
8 West Common Street, Topsfield, MA 01983

Minutes of April 25, 2019
7:30 PM

Board Members present in addition to Chairman Sheryl Knutsen RN were Vice-Chair Gerry Topping and members Thomas Mannello CE and Vincent Guerra MD. Member Anthony Alley RN was not in attendance. Recording Secretary Susan Winslow was in attendance. Residents Lance Eskalund, Jane Eskalund and Larry Fixler were in attendance.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act
BOH: Board of Health
BOS: Board of Selectmen

MAHB: Mass. Association of Health Boards
MAPC: Metropolitan Area Planning Council
MAVEN: Massachusetts Virtual Epidemiologic Network
MDEP: Massachusetts Department of Environmental Protection

CDC: Centers for Disease Control and Prevention

MEMA: Massachusetts Emergency Management Agency

CEU: Continuing Education Unit

MRC: Medical Reserve Corps

CEMP: Comprehensive Emergency Management Plan

COIN: Community Outreach Information Network

DPH: Department of Public Health

NEMMC: Northeast Massachusetts Mosquito Control

EDS: Emergency Dispensing Site

PE: Professional Engineer

ESHWT: Estimated Seasonal High Water Table

PHEP: Public Health Emergency Preparedness

EP: Emergency Preparedness

POD: Point Of Dispensing (aka EDS)

FDA: Food & Drug Administration

RN: Registered Nurse

HHS: Health and Human Services

RS: Registered Sanitarian

HMCC: Health & Medical Coordinating Coalition

SAS: Soil Absorption System

LSAC: Local State Advisory Committee

TBOH: Topsfield Board of Health

MDPH Mass. Dept. of Public Health

TRMRC: Topsfield Regional Medical Reserve Corps

VNA: Visiting Nurse Association

CALL TO ORDER

Chairman Knutsen called the meeting to order at 7:32 pm

APPOINTMENTS

20 Willowdale Road Request to Remove Title V Bedroom Count Deed Restriction

Susan Winslow gave the Board a synopsis on the request from Jane and Lance Eskalund. They would like to obtain a letter from the Board of Health to support their contention that there is not a Title V Bedroom Count Deed restriction on their home limiting them to 3 bedrooms. The Topsfield Assessor's office has a note on their file indicating the presence of such a deed restriction and the Eskalunds would like that notation removed. Ms. Winslow informed the Board about the following:

- A review of the Board of Health property file for 20 Willowdale Road has no record of the institution of a Title V Bedroom Count Deed Restriction for this property.
- A review of the Septic Design Plan for 20 Willowdale Road confirmed that the septic system installed in 2016 is compliant for 4 bedrooms as documented by the Certificate of Compliance issued on May 17, 2016.

- Mrs. Eskalund informed the Board of Health that an inquiry at the Essex County Registry of Deeds indicated no record of a Title V Bedroom Count Deed Restriction for 20 Willowdale Road.

Board Members reviewed the Board of Health septic file for 20 Willowdale Road and confirmed that the septic system at that address is compliant for 4 bedrooms and there is no Title V Bedroom Count Deed Restriction in the Board of Health septic records for this property. Mr. and Mrs. Eskalund gave the Board a description of their attempts to have the erroneous record removed from the Assessor's Office and asked the Board to provide a letter confirming the above, the letter to be presented to the Principal Assessor as proof that a Title V Bedroom Count Deed Restriction was not placed on this property.

There was no vote taken on this topic. The Board determined that Vice-Chair Gerry Topping will contact the Essex County Registry of Deeds, and if it is confirmed that there is no Title V Bedroom Count Deed Restriction on file for 20 Willowdale Road, Ms. Winslow shall draft a letter to the Principal Assessor for review and signature by the Chair to confirm that there is no Title V Bedroom Count Deed Restriction for 20 Willowdale Road, citing the findings listed above.

86 High Street Request from Trustee for 30 Day Extension on Housing Correction Order

Chair Sheryl Knutsen informed the Board that a letter requesting a 30 Day extension on the Housing Correction Order for 86 High Street from Trustee Karyn Lindsay was received. The Order was issued by former Health Agent John Coulon on April 6, 2019 after an inspection of the property and the certified letter including the order was signed for by Ms. Lindsay on April 15, 2019. Chair Knutsen gave the Board an explanation of the situation and the Board reviewed information from Ms. Lindsay indicating that efforts are underway to comply with the Order. In her letter to the Board, Ms. Lindsay indicated that the heavy spring workload making it difficult to hire a contractor on such short notice and the complexity of the doorway repair requiring input from an architect, she was asking for a 30 day extension. Letters informing the Trustee and tenant about this decision will be mailed, and the Alternate Health Agent will be informed in preparation for the follow-up inspection(s).

VOTE: Vice Chair Topping made a motion to grant a 30 day extension of the Housing Correction Order for 86 High Street that shall commence on April 25, 2019 and expire on May 25, 2019. This extension does not include the installation of Smoke/Carbon Monoxide Detectors which must be installed and inspected by the Topsfield Fire Department immediately. Mr. Mannelta seconded the motion and it carried in a vote of 4-0.

MEETING MINUTES

VOTE: Mr. Topping made a motion to accept the Meeting Minutes of March 21, 2019 and April 16, 2019 as written. Seconded by Mr. Mannelta. The motion carried in a vote of 4-0.

GENERAL REPORT OF ACTIVITIES

Office Activity

Chair Knutsen reported that she has been assisting in the Board of Health since the retirement of the Health Agent and activity remains brisk. The Board thanked Ms. Knutsen for filling in and thanked Mr. Mannelta for his assistance with Septic Inspections during the absence of a Health Agent.

Grow Spring Food Vendor Permit

The Board discussed the food inspection process at the GrowSpring! EXPO on April 13, 2019. At the request of Martha Morrison, President of the Topsfield Garden Club, the Board has allowed the Garden Club to obtain an umbrella Temporary Food Permit at a cost of \$50 for this event. The Board considered the following concerns after this year's event:

- Many food vendors under the GrowSpring! umbrella permit did not have the required Safe Food Manager and Allergen Awareness certifications, and the Alternate Health Agent discovered that many did not follow safe food handling practices.
- The cost of paying for the Alternate Health Agent to conduct food inspections for 18 food vendors and take remedial action with non-compliant vendors far exceeded the \$50 fee paid to the Town of Topsfield by the Topsfield Garden Club.

The Board will revisit this issue before next year's GrowSpring! EXPO.

Use of Photographs for Distribution Box Replacements

The Board determined that the use of photographs for distribution box replacements will be allowed in cases where it is difficult to schedule an Inspection. The Board determined that this does not extend to more extensive septic system repairs.

Appearance Before Board of Selectmen

Chair Knutsen, Vice-Chair Topping and resident Larry Fixler appeared before the Board of Selectmen at their Working Session on April 17, 2019 to request that the Board support the Health Agent position as a full-time, 40 hour-per-week position. Chair Knutsen read a statement outlining the Board of Health mandates and responsibilities. After a brief discussion, the Board of Selectmen agreed that the position shall remain a full-time, 40-hour-per-week position.

Health Agent Position

Town Administrator Kellie Hebert will be posting the job internally following the April 17, 2019 meeting. The Internal Posting will run for 7 days, after which the job will be posted externally on the MAHB, MHOA and Massachusetts Municipal Association websites for 4 weeks. Resumes will be received in the Town Administrator's office. The Town Administrator's Office will review candidate resumes and compile information which will be sent to the Chair and Vice-Chair of the Board. It is estimated that this process will not be complete until late June or early July, 2019.

195 Rowley Bridge Road Septic Design Plan

The Board reviewed a Septic Design Plan for 195 Rowley Bridge Road dated 4/1/19 delivered to the Board of Health by new owner Frank Iovanella. A prior septic design plan for this property dated 9/28/18 was approved by Health Agent John Coulon on 10/16/18 but Mr. Iovanella is not using that plan. The Board determined that the 4/1/19 septic design plan will be treated as a new plan rather than a revision to the 9/28/18 plan for the following reasons:

- The 9/28/18 plan was designed by Vladimir Nemchenok PE at Merrimack Engineering Services while the submitted plan dated 4/1/19 was developed by a different design engineer and firm, Peter J. Ogren PE at Hayes Engineering.
- The 4/1/19 plan shows changes to the house footprint and lines leading from the house to septic tank and septic tank to leach field.

The Board directed Susan Winslow to contact Derek Fullerton to ask if he will conduct the septic plan design review.

Tri-Town EDS Tabletop Exercise

Chair Sheryl Knutsen informed the Board that she will be attending the Tri-Town EDS Tabletop Exercise at Gould Barn on Monday, May 6, 2019.

MOTION TO ADJOURN

At 9:45 pm, Mr. Topping made a motion to adjourn. Seconded by Mr. Mannetta. The motion passed in a vote of 4-0.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Synopsis of 20 Willowdale Road request
3. Certificate of Compliance for 20 Willowdale Road dated 5/17/16
4. As-Built Plan for 20 Willowdale Road dated 5/1/16
5. Application for Disposal System Construction Permit for 20 Willowdale Road dated 4/19/16
6. Synopsis and time-line of 86 High Street Housing Complaint and Correction Order
7. Correction Order for 86 High Street issued 4/6/19
8. Letter from Karyn Lindsay dated 4/15/19
9. Letter from Karyn Lindsay dated 4/18/19
10. Letter from Lt. Conor Brown of the Topsfield Fire Department to Karyn Lindsay dated 4/9/19
11. Plumbing and Contractor estimates for 86 High Street
12. Draft Minutes of March 21, 2019
13. Draft Minutes of April 16, 2019
14. List of upcoming Board of Health Current and Near-Future Working Projects
15. VNA Third-Quarter Report

These Minutes were accepted at the May 23, 2019 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.