

Town of Topsfield Board of Health
Meeting of Thursday, September 24, 2015
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

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, September 24, 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; Vincent Guerra MD; Joseph Collins Esq.

Others: Charles Johnson PE re: 52 Prospect Street; Kevin Grady PE re: 56 Campmeeting Road; Carol Ann White and Filippa Giunta – residents: 56 Campmeeting Road; Richard Gandt – resident; John Coulon RS – Health Agent; Susan Winslow – Minutes Secretary

COMMONLY USED ABBREVIATIONS:

BOH: Board of Health	MEMA: Massachusetts Emergency Management Agency
CDC: Center for Disease Control	MRC: Medical Reserve Corps
CEU: Continuing Education Unit	NEMMC: Northeast Massachusetts Mosquito Control
DEP: Department of Environmental Protection	PE: Professional Engineer
DPH: Department of Public Health	PHEP: Public Health Emergency Preparedness
EDS: Emergency Dispensing Site	POD: Point Of Dispensing
EMS: Emergency Medical Services	RN: Registered Nurse
EP: Emergency Preparedness	RS: Registered Sanitarian
HHS: Health and Human Services	HMCC: Health and Medical Coordinating Coalition
HMCC: Health and Medical Coordinating Coalition	TBOH: Topsfield Board of Health
EOC: Emergency Operations Center	TRMRC: Topsfield Regional Medical Reserve Corps
ESHGW: Estimated Seasonal High Groundwater	LSAC: Local State Advisory Committee
MAVEN: Massachusetts Virtual Epidemiology Network	
MDPH: Massachusetts Dept. of Public Health	USFDA: United States Food and Drug Administration

Public Information

Agenda

Chair Sheryl Knutsen called the meeting to order at 7:36 PM.

MINUTES:

Board Members reviewed the August 27, 2015 Minutes.

VOTE: Dr. Guerra made a motion to accept the August 27, 2015 Minutes with two edits. Mr. Topping seconded and the motion carried in a unanimous vote.

APPOINTMENTS:

52 Prospect Street Charles Johnson PE presented a request for three Variance Requests at this address, owned by Joseph and Maureen Geller. He explained that this is the most viable option for this lot, which has glacial till and a high water table. Mr. Johnson explained that he has walked the property with Topsfield Conservation Agent Lana Spillman. The three Variance Requests are as follows:

52 Prospect Street Variance Requests continued from page 1:

Section	Requirement	Request	Reason
310 CMR 15.102 & 15.405(1)(k)	Minimum of two Deep Soil Observation Tests in Soil Absorption Area	One Deep Soil Observation Test	Limited Site Conditions
310 CMR 15.104 & 15.405(l)(i)	Perform a Percolation Test	Sieve Analysis per MA DEP Guidance	Wetness
310 CMR 15.227(5) & 15.405 (l) (j)	Minimum vertical separation between Septic Tank Inlet and Outlet Inverts and High Groundwater of 12 inches	Septic Tank & Waterloo Biofilter to have Rubber Boots	High Groundwater Table

VOTE: Mr. Topping made a motion to approve the Variance Requests noted above as requested in the 9/24/15 letter from Charles Johnson PE to the Topsfield Board of Health. Mr. Collins seconded and the motion carried in a unanimous vote.

56 Campmeeting Road Kevin Grady PE presented a Local Upgrade Approval for this address. He explained that this septic system is in failure. The property is owned by Carol Ann White and Filippa Giunta. Mr. Grady described multiple efforts made with test holes to find a location for the soil absorption system that did not display evidence of fill or high groundwater until an area tested in the paddock area on the property was deemed suitable. He noted that if granted, this Local Upgrade Approval will reduce the height of the soil absorption system mound by a foot. Mr. Topping confirmed that the residence is a 3-bedroom home. The Board reviewed the Local Upgrade Approval as noted below:

310 CMR 15.405 (l)(h) – Reduction in separation between bottom of soil absorption system and the high groundwater elevation from the required 5 feet to 4 feet.

VOTE: Mr. Topping made a motion to grant the Local Upgrade Approval as noted above on the Septic Design Plan dated 9/21/15 presented to the Board by Kevin Grady PE. Mr. Collins seconded and the motion carried in a unanimous vote.

HEALTH AGENT REPORT:

Mr. Coulon gave the Board a General Report of Activities including:

- Attendance at Yankee Conference in Salem, MA
- Meeting with a company that specializes in recycling food waste as a potential pilot program at the Topsfield Fair
- Case of the Month: Mr. Coulon received a complaint via the Massachusetts Department of Environmental Protection about alleged illegal auto body activities on Maple Street in Topsfield. Mr. Coulon spoke to the original complainant as well as the MDEP investigator and the business owner. Mr. Coulon visited the location and observed no evidence of illegal discharges of air or groundwater contaminants. He informed the Board that this is under their jurisdiction.

- Emergency Preparedness: Mr. Coulon reported that he and Ms. Knutsen continue to meet monthly with representatives of other Massachusetts towns at the MEMA Bunker in Framingham. He informed the Board that there are 6 HMCC Regions in Massachusetts, and Northeast Massachusetts is Region 3. The International Institute of Greater Lawrence (IIGL) is the fiscal host for grant funds. Topsfield has a 12-year relationship with IIGL.
- October 17, 2015 Drive-Through Flu Vaccine Clinic in Peabody, MA. Mr. Coulon will be volunteering at this event which will also serve as a regional drill for Public Health Emergency Preparedness.
- Intern Alex Moreta: Mr. Coulon presented Mr. Moreta's MDPH Summer Intern Project: a tri-fold display titled 'Public Health Emergency Preparedness Communication: A Focus On The Elderly Population.' This project was presented at the State Laboratory by Mr. Moreta as part of the MDPH Summer Intern Program. Ms. Knutsen informed the Board that she is working on enhancing the Communication Network PowerPoint Presentation developed by Mr. Moreta.
- TRMRC Coordinator Arthur Howe III: Mr. Coulon informed the Board that Mr. Howe has accepted a position with the city of Portland, Maine. He will continue in his role as TRMRC Coordinator, working remotely from Maine, using the TRMRC laptop computer. Mr. Coulon informed the Board that Mr. Howe is making progress on updating the list of TRMRC volunteers.

NEW BUSINESS:

TOWN ADMINISTRATOR REQUEST FOR MONTHLY REPORT FROM MR. COULON: Ms. Knutsen recently met with Town Administrator Kellie Hebert. Ms. Knutsen reported that one of the items they discussed was Ms. Hebert's suggestion that she receive a monthly report from Mr. Coulon similar to the activity report filed monthly by Topsfield Conservation Agent Lana Spillman. Mr. Coulon informed the Board that he currently offers copies of his detailed monthly Outlook Calendar to Ms. Hebert and the TBOH Minutes are posted and up to date on the Board of Health Website. Ms. Winslow informed the Board that incoming phone messages are logged in a message book, but the Board of Health does not log all calls or drop-in activities. The Board suggested that all incoming calls should be logged in as a record of office activity. This item will be revisited as an Old Business Item on the October Agenda.

FEE WAIVER POLICY: Mr. Coulon presented the Board with the 5 Criteria developed in 2010 by the Board regarding the granting of Fee Waivers on Food Permit Applications. The Board reviewed the policy statement and agreed upon minor edits. The Board instructed Susan Winslow to post the Fee Waiver Criteria on the Website in the section "Documents, Forms and Regulations".

REVALIDATION OF NPI NUMBER AND FLU VACCINE PURCHASE: Mr. Coulon informed the Board that Ms. Winslow has completed the 48 page NPI Revalidation Packet. She spoke with Town Treasurer Barbara Michaelowski about the NPI requirement that the \$553 fee must be paid by electronic payment or credit card. She learned that the town cannot pay this via electronic payment so she will pursue payment using the town credit card.

Mr. Coulon informed the Board that Beverly Salate from VNA contacted him to say that Flu Vaccine is available for purchase directly from the VNA. This will alleviate having to purchase Flu Vaccine directly from a manufacturer as well as the issue of returning unused vaccine; most companies will only accept a percentage of returns. The Board directed Mr. Coulon to procure Flu Vaccine through the town's relationship with VNA for the October and December Flu Vaccine Clinics. The Flu Vaccine Clinics are scheduled for October 22 from 1-4 pm and December 5 from 4-7 pm (during the Holiday Walk).

Dr. Guerra left the meeting at 9:30 pm.

Dr. Guerra returned to the meeting at 9:34 pm.

COMMUNICATIONS:

116 – 120 HILL STREET PRELIMINARY SUBDIVISION PLAN: Mr. Coulon presented the Board with a copy of the Preliminary Subdivision Plan for 116 and 120 Hill Street. He reported that he has witnessed 20 percolation tests and 20 deep holes at that location, with more planned.

NEW BOARD MEMBER RECRUITMENT LETTER: Mr. Coulon presented a proposed letter to be sent to residents who have experience and credentials suitable for a position on the Topsfield Board of Health. The Board approved the letter. Prospective member candidates will be identified through the Topsfield Street listing and the letter will be sent to them.

OTHER: Mr. Coulon presented the Board with copies of interesting materials for information only:

- Proposed Fire Pit and Recreational Fire Regulations from the city of Peabody
- Notice from Attorney General Maura Healey with updates regarding tobacco and e-cigarette sales
- The Science Behind Community Water Fluoridation: notice of a panel discussion to be held at the Kyrourz Auditorium, Gloucester City Hall on October 19, 2015 from 7 – 8:30 PM
- Harvard T.H. Chan School of Public Health Report: The Public Health Response to 2015 Severe Winter Weather in Massachusetts
- Letter from Jillian Plante, Essex Technical High School, Hathorne, MA, requesting a fee waiver for the Future Farmers of America (FFA) Cider Stand during the Topsfield Fair. Mr. Coulon has granted the fee waiver.
- Email drafted by John Coulon to Health Agents Derek Fullerton, Kendall Quarles and Debora Rogers indicating that Topsfield Town Administrator Kellie Hebert would contact each of their Town Administrators regarding their voluntary assistance at the 2015 Topsfield Fair.
- List of proposed volunteers for food inspection assistance at the Topsfield Fair, including their qualifications. The Board approved the names which will be submitted to the Town Administrator.

EXECUTIVE SESSION: Mr. Coulon requested an executive session to discuss personnel matters.

VOTE: Mr. Topping made a motion to enter into Executive Session and to adjourn the meeting at the completion of the Executive Session. Dr. Guerra seconded and the members were polled: Mr. Topping, Dr. Guerra, Mr. Collins and Ms. Knutsen voted in the affirmative and the motion carried in a unanimous vote. The meeting adjourned at 10:30 pm.

Respectfully submitted,

Susan Winslow, Minutes Secretary