



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

Minutes of October 16, 2019

6:30 PM

Board Members present were Chair Sheryl Knutsen RN, Vice-Chair Gerry Topping PE and Members Thomas Mannetta CE, Anthony Alley RN and Larry Fixler RPh. Health Agent Wendy Hansbury and recording Secretary Susan Winslow were in attendance.

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

DPH: Department of Public Health

EEE: Eastern Equine Encephalitis

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

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

WNV: West Nile Virus

CALL TO ORDER

Chairman Knutsen called the meeting to order at 6:30 pm.

MEETING MINUTES:

September 18, 2019

VOTE: *Mr. Alley made a motion to accept the Meeting Minutes of September 18, 2019 as written. Seconded by Mr. Fixler. The motion passed in a vote of 5-0.*

CORRESPONDENCE:

FY19-20 VNA First Quarter Report

The Board reviewed the First Quarter Report submitted by VNA Care. The Health Agent will follow up on 4 suspected cases of Tuberculosis to determine the time frame for these cases.

APPOINTMENTS:

33 Gail Street Request to Approve Existing System as Compliant for 3-Bedrooms

The Board reviewed a letter from Mr. Michael Kane of 33 Gail Street requesting that the Board approve the reclassification of the 2-bedroom system at this location as compliant for 3-bedrooms. The Board reviewed the file for this address and determined that in 2008, Hayes Engineering requested and was granted two variances for the repair of the septic system. Mr. Topping informed the Board that Title 5 Regulations do not allow for the reclassification of a system to increase number of bedrooms allowed when a variance has been granted for that system.

VOTE: *Mr. Topping made a motion to deny the request to reclassify the septic system at 33 Gail Street from 2-bedrooms to 3-bedrooms due to the fact that the septic design engineer had requested and was granted two variance requests for this system in 2008. Seconded by Mr. Mannetta. The motion carried in a vote of 5-0.*

Clarification of Criteria for Residential Bedroom Count

VOTE: *Mr. Topping made a motion to clarify the criteria for reclassification of the number of bedrooms based on loading rate for existing systems to include:*

- *Existing systems with variances from Title 5 Regulations are precluded from reclassification.*
- *A Title 5 Inspection*
- *A review of the existing plan by a Professional Engineer or Registered Sanitarian that attests the existing system as designed meets Title 5 criteria for a new system plus reserve area.*
- *No proposed test holes required in reserve area.*

Seconded by Mr. Mannetta. The motion passed in a vote of 5-0.

NEW BUSINESS:

Review of Fee Schedule

Health Agent Wendy Hansbury informed the Board that their packets included information related to a future review of the current fee schedule and proposed changes. This item will be discussed at a future meeting.

Septic System Repair Loan Program

Health Agent Wendy Hansbury introduced the Board to the Community Septic Management Program. This is a program developed to give citizens low cost loans for septic repairs through a collaboration of the Department of Environmental Protection, the Executive Office of Administration and Finance, the Office of the State Treasurer and the Department of Revenue to provide funds and assistance to Massachusetts homeowners for compliance with Title 5. The Board determined that this would be beneficial program for the residents of Topsfield and directed Ms. Hansbury to move forward with the implementation of this program.

Vaping Compliance Check

Ms. Hansbury informed the Board that a recent vaping compliance check conducted by Ron Beauregard of Healthy Communities Tobacco Program resulted in two merchants found selling flavored cigars in violation of R:1-6 Regulations Limiting Youth Access to Tobacco. Ms. Hansbury will send a letter to the merchants informing them that the products must be removed immediately and the Board will revisit this topic at the next meeting.

Mosquito Spraying

Ms. Hansbury informed the Board that Mosquito testing season has concluded in Topsfield as of October 2, 2019. No mosquitoes tested were positive for EEE in the 2019 season. However, because a North Shore resident who contracted EEE had been in Topsfield, the risk level for EEE was raised to "HIGH" and will remain at that level until next season when Topsfield will most likely be given a risk level of "MODERATE" by MDPH. Because of the "HIGH" risk level, spraying was conducted in Topsfield. The Topsfield Fair Grounds were sprayed twice and notices were placed on the Fair Grounds reminding visitors to use bug spray. Ms. Hansbury informed the Board that a hard frost required to end mosquito season consists of a temperature of 28°F for three (3) consecutive hours or over a period of two (2) consecutive days.

Topsfield Fair

Ms. Hansbury informed the Board that she and the Alternate Health Agents, Deborah Rogers, Virginia Bacon and Deborah Ketchen successfully inspected all 120 food vendors prior to the opening of the Fair. Ms. Hansbury reported that food inspections at the Fair ran well and she developed positive relationships with Fair personnel. Mr. Fixler added that he visited the Fair and commended Ms. Hansbury for doing a fine job with Fair oversight. The Board also commended Ms. Hansbury for her efforts to run a smooth and effective inspection program at the Fair.

Septic Regulations Review

Mr. Topping polled the Board Members to determine if there is interest in reviewing the current septic regulations to adopt State Title 5 Regulations. Mr. Topping informed the Board that all Towns surrounding Topsfield with the exception of Ipswich have adopted State Title 5 Regulations. The consensus of the Board was supportive of Mr. Topping's suggestion. Ms. Hansbury will produce a presentation for an upcoming meeting on this topic.

Downtown Revitalization Project

Chair Sheryl Knutsen informed the Board that the Downtown Revitalization Project is moving forward, but there are some misconceptions in Town regarding septic systems in the downtown area. Ms. Hansbury informed the Board that she spoke with Selectman Lynne Bermudez who is involved with the Downtown Revitalization Project, and she and Ms. Winslow will be reviewing septic files for addresses in the downtown area to give the Project data on the septic systems in this area.

MOTION TO ADJOURN

VOTE: Mr. Topping made a motion to adjourn at 7:29 PM. Seconded by Mr. Fixler. The motion carried in a vote of 5-0.

Respectfully submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. September 18, 2019 Draft Meeting Minutes
3. 10/10/19 Letter from Michael Kane, 33 Gail Street, Topsfield
4. Application for Disposal System Construction Permit for 33 Gail Street dated 2008
5. As Built Plan for 33 Gail Street
6. 10/16/19 Letter to Selectmen from Chair Sheryl Knutsen re: Chapter LXVII: Prohibition of Wild or Exotic Animals for Entertainment By-law Review, Interpretation and Enforcement
7. First Quarter Report from VNA Care
8. 10/16/19 Memo from Health Agent Wendy Hansbury re: Draft Fees Proposed for 2020
9. BoH Fee Schedule
10. Draft BoH Proposed Fee Schedule
11. List of Food Definitions from merged 2013 Food Code
12. Document: Fee Comparison
13. Document: Community Septic Management Program

These Minutes were reviewed and accepted at the November 20, 2019 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.