

**BOARD OF HEALTH
Topsfield Town Hall
MINUTES
8 West Common Street, Topsfield, MA 01983
VIDEO/TELE CONFERENCE**

Date:	Wednesday, August 18, 2021
--------------	----------------------------

ATTENDANCE:

BOARD MEMBERS	
Sheryl Knutsen RN Chair	yes
Mark Rizza	Yes
Larry Fixler RPh	Yes
William Hunt Esq.	No
Ellen Eaton RN	Yes

STAFF MEMBERS	PRESENT
Health Director Wendy Hansbury	Yes
Susan Winslow, Minutes Secretary	Yes

VISITORS PRESENT: Dick Gandt, Reverend Daniel Hennessey, Gregory Bernard RS, Robert Kirkpatrick, Robert Grasso, Michael Zagami, Peter Blaisdell PE, PLS, Amy Lischko MSPH, DSc

OPENING

The regular meeting of the Topsfield Board of Health was called to order at 6:32 p.m. on August 18, 2021 by Chair Sheryl Knutsen.

ANNOUNCEMENTS

Chair Sheryl Knutsen made the following announcements:

Pursuant to Chapter 20 of the Acts of 2021, this meeting/public hearing will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: Zoom Meeting – see connection information below to join the meeting by Zoom videoconference or calling in by phone. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield Town Website, at <https://www.topsfield-ma.gov/>. You may also reach out to the Topsfield Board of Health at health@topsfield-ma.gov or 978-887-1520 for information/assistance. No in-person attendance of members of the public will be permitted, and public participation in any public hearing conducted during this meeting shall be by remote means only.

August 18, 2021 Meeting Minutes

Chair Knutsen announced that Recording Secretary Susan Winslow was taking Meeting Minutes. Ms. Knutsen asked if anyone else wished to record the meeting. There was no-one else who wished to record the meeting.

Chair Knutsen introduced new member Ellen Eaton RN and members welcomed her to the Board.

Ms. Knutsen led the meeting in a moment of silence.

APPOINTMENTS

17 Prospect Street Request to Reclassify Bedroom Count

Reverend Daniel Hennessey gave the Board a brief description of the change in use of the Rectory, stating that two (2) offices have been moved from 17 Prospect Street to St. Agnes in Georgetown, leaving rooms empty that he would like to be able to offer as bedrooms to visiting clergy. Gregory Bernard, representing Father Hennessey, gave the Board a synopsis as follows:

- The current system at 17 Prospect Street was approved and a Certificate of Compliance was issued in 2008 under the 200 gallons per day (GPD) per bedroom flow rate.
- The approved design flow was 750 gallons per day (GPD) based on:
3 bedrooms x 200 GPD = 600 GPD
2 offices x 75 GPD = 150 GPD
Total: 750 GPD

In 2014, the Board of Health adopted the state requirement of 110 GPD per bedroom. Mr. Bernard confirmed that the property has 11 total rooms and based on the 2014 flow rate, the septic system at this address can support 6 bedrooms and still have 90 gallons per day available below the currently approved flow rate.

Board Members reviewed the request in reference to the Criteria for Residential Bedroom Count Reclassification approved by the Board of Health on 10/18/19 and determined that the request meets the criteria.

VOTE: Mr. Rizza made a motion to approve the request to reclassify the bedroom count at 17 Prospect Street, Topsfield to six (6) bedrooms. Seconded by Mr. Fixler. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Fixler - yes

Rizza – yes

Eaton – yes

The motion passed in a vote of 4-0.

36 High Street Variance Requests

Robert Grasso of Engineering Land Services, representing homeowners Robert and Laura Kirkpatrick, presented two variance requests for 36 High Street as follows:

- Reduction in groundwater separation to bottom bed of S.A.S. (soil absorption system) from 4' required to 2' provided with Presby Treatment System (310 CMR 15.212)
- Percolation Test Required in Proposed S.A.S area to soil lab analysis (310 CMR 15.104)

Mr. Grasso gave the Board a description of the existing system and the property challenges. The new plan includes the abandonment and crushing of the existing septic tank. The crushed stone leach bed will be abandoned and left in place. The new system will include a 1500 gallon tank, 1,000 gallon pump chamber and force main to a distribution box and the Presby System. Mr. Grasso explained that

August 18, 2021 Meeting Minutes

this system will have less impact on the lot, and the reduction in groundwater separation to bottom of bed of S.A.S. is approved by the DEP for a Presby System. Mr. Grasso also explained that, due to wet soils, a sieve analysis is preferred in lieu of a percolation test at this property.

Board Members discussed the proposed variance requests. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote.

VOTE: Mr. Fixler made a motion to approve the Variance Requests as written on the Septic Design Plan for 36 High Street, Topsfield, dated August 2, 2021. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Fixler – yes

Eaton – yes

The motion passed in a vote of 4-0.

19 Sleepy Hollow Request to Reclassify Bedroom Count

Peter Blaisdell PE, PLS from Williams & Sparages LLC, representing homeowner Mark Zagami, gave the Board a description of the existing system at 19 Sleepy Hollow Road as follows:

- Purchased by Mr. Zagami in 2016
- Septic Design Plan completed in 2007, installed in 2008
- Design criteria: 200 GPD per bedroom for 4 bedrooms
- Under 2014 change in Topsfield Regulations to 110 GPD per bedroom, existing design flow could accommodate seven (7) bedrooms, but this request is to reclassify from four (4) bedrooms to five (5) bedrooms.
- Per Mr. Blaisdell, the system meets all the criteria except for one: this system received a variance for a reduction in distance between groundwater and the bottom of the SAS from 48" to 24".
- Mr. Blaisdell explained that this was part of the IA approval.

The Board reviewed the Criteria for Bedroom Count Reclassification and determined that the Criteria serve as a guideline, and did not address alternative systems when implemented in 2019. The Board further determined that each case should be reviewed individually. In this case, the system meets 310 CMR requirements and if presented as a new system after the 2014 change in GPD, would be approved. Mr. Fixler asked if the reduction from 48" to 24" is an allowable reduction. Ms. Hansbury confirmed that it is for this type of system.

VOTE: Mr. Fixler made a motion to grant the request for the reclassification of the bedroom count at 19 Sleepy Hollow Road from four (4) bedrooms to five (5) bedrooms. Seconded by Mr. Fixler. Chair Knutsen called for a roll call vote after determining that there were no further comments or questions.

Knutsen – yes

Fixler - yes

Rizza – yes

Eaton – yes

The motion passed in a vote of 4-0.

MEETING MINUTES

July 21, 2021

VOTE: Mr. Fixler made a motion to approve the July 21, 2021 Meeting Minutes as written. Seconded by Mr. Rizza. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote.

Knutsen – yes

Fixler – yes

Rizza – yes

Eaton – abstention (was not a member at the 7/21/2021 Meeting)

The motion carried in a vote of 3-0-1.

OLD BUSINESS

COVID-19 UPDATE

Health Director Hansbury gave the Board an update on activities related to the COVID-19 pandemic including the following:

- Ms. Hansbury has continued to attend multiple COVID-19 related Conference Calls
- COVID Cases are on the rise: in June – 0 cases; in July – 7 cases; as of August 18 – 11 cases. 80 % of positive cases are of the Delta Variant.
- 14 Day transmission rate is 2%
- Town Buildings – mask wearing required.
- DESE has released guidance regarding mask wearing in schools, but no mandates currently.
- Start of school year: Topsfield will require masks but Middleton and Boxford will not. Schools are still developing plans so this may change before school opens.
- Ms. Hansbury continues to work with Tri-Towns in regional efforts.
- Ms. Hansbury expressed thanks to Sheryl Knutsen, Mark Rizza and Ellen Eaton for exceptional work on recent COVID-19 vaccine clinics.
- Ms. Hansbury expressed thanks to James O'Brien, Suzanne Lancome and Kurt Schmekel at the Topsfield Fair Grounds for their continued support and efforts to assist with vaccine clinics, and the generous offer of fifty (50) Fair tickets to be given by the Topsfield Fair to the public as incentives to encourage vaccination.
- Ms. Hansbury attended the Topsfield Fair Volunteer Picnic where attendees were offered vaccine and information on COVID-19 prevention.
- The Topsfield Fair has offered a booth in the Trade Center for COVID-19 vaccinations and testing.
- 95% of the volunteers for the Fair have been vaccinated and Fiesta Shows is requiring that employees be vaccinated.
- The Thursday COVID-19 Vaccine Clinics at the Fair Grounds will end on September 2, 2021, but the Town Administrator has agreed to allow use of the Public Hall at Town Hall to continue the schedule.
- Topsfield is part of the 10-town Greater Cape Ann Community Collaborative developed to promote vaccination.
- Topsfield vaccinates between 10 to 20 people each week at the Thursday vaccine clinics including people who make an appointment or walk in.

Mr. Rizza gave the Board a breakdown on vaccine numbers as follows:

August 18, 2021 Meeting Minutes

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Fully vaccinated individuals	Fully vaccinated individuals per capita	Partially vaccinated individuals
Essex	Topsfield	12-15 Year	383	7%	306	80%	268	70%	38
Essex	Topsfield	16-19 Year	331	6%	322	>95%	298	90%	*
Essex	Topsfield	20-29 Year	479	8%	481	>95%	439	92%	42
Essex	Topsfield	30-49 Year	1,077	19%	1,164	>95%	1,082	>95%	82
Essex	Topsfield	50-64 Year	1,492	26%	1,220	82%	1,163	78%	57
Essex	Topsfield	65-74 Year	719	12%	736	>95%	695	>95%	41
Essex	Topsfield	75+ Years	622	11%	632	>95%	585	94%	47
Essex	Topsfield	Total	5,778	100%	4,861	84%	4,530	78%	*

County	Town	Sex	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals
Essex	Topsfield	Female	2,948	51%	2,596	88%	53%	2,426
Essex	Topsfield	Male	2,829	49%	2,255	80%	46%	2,096
Essex	Topsfield	Other	-	0%	*	*	*	*
Essex	Topsfield	Total	5,778	100%	*	*	*	*

The Board thanked Mr. Rizza for his continuing technical assistance with the Vaccine Clinics.

Excellence In Public Health Grant for Shared Services

- Ms. Hansbury is currently working with MAPC to develop MOUs for Tri-Towns.
- Barry Keppard, Elaine Wong and Mark Fine from MAPC will be assisting with this effort.
- Ms. Hansbury will invite Mr. Keppard to the next Board of Health Meeting to introduce him to the Board.
- Julia Lobell RN will continue as Pandemic Health Nurse supported by this grant.

NEW BUSINESS

Financial Update

The Board reviewed bill lists from the time period between July 22, 2021 and August 18, 2021.

Request to Share COVID-19 Information with Emergency Services Director

Ms. Hansbury explained that the Topsfield Fire Chief Jenifer Collins-Brown (also the Emergency Management Director) has requested that the addresses of confirmed positive COVID-19 cases in Topsfield should be shared with the Topsfield Fire Department. Chair Knutsen explained that when Governor Baker concluded the state-wide COVID-19 State of Emergency, it concluded the right of Emergency Services Personnel to receive this information. The Topsfield Fire Chief requested that the Board vote to continue to share the information with Emergency Services Personnel in order to aid in emergency response.

VOTE: Mr. Rizza made a motion to disclose to the Topsfield Emergency Management Director the addresses of persons living in Topsfield who the TBOH has been informed have tested positive for COVID-19. The disclosure of information shall be limited to the address, and shall not include any other identifying information, including name. Any information so disclosed shall only be used as necessary for responding to emergency calls, and not for any other purpose. The Emergency Management Director is ordered to ensure that the information is maintained confidentially, and is made available only to those who need to know in order to operate emergency response services.

Seconded by Ms. Eaton. After determining that there were no further questions or discussion, Chair Knutsen called for a roll call vote:

Knutsen – yes

Rizza – yes

Fixler – yes

Eaton – yes

The motion passed in a vote of 4-0.

Resignation of Board Member Larry Fixler RPh

Chair Knutsen read Mr. Fixler's letter of resignation to the Board. Each of the Board Members expressed gratitude to Mr. Fixler for his years of service on the Board of Health and wished him well. Select Board Member Dick Gandt also expressed thanks to Mr. Fixler. Mr. Fixler addressed the Board to share his positive experience as a member and express his support of Board Members and Board of Health staff members Wendy Hansbury and Susan Winslow.

Nomination of New Board of Health Member Amy Lischko MSPH, D.Sc.

Chair Sheryl Knutsen introduced Amy Lischko MSPH, D.Sc. and thanked her for her interest in joining the Topsfield Board of Health. Board Members reviewed Ms. Lischko's curriculum vitae (cv) and determined that she has a strong background in Public Health. Ms. Lischko addressed the Board to express her interest in becoming a member as a way to give back to the community.

VOTE: Mr. Fixler made a motion to vote to accept and approve Amy Lischko as a Board of Health Member and to request that the Select Board vote to appoint Ms. Lischko to the Board of Health at their August 23, 2021 Meeting. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen - yes

Rizza – yes

Fixler – yes

Eaton – yes

The motion carried in a vote of 4-0.

HEALTH AGENT REPORT

Health Director Hansbury reported that the office remains very busy with activities including but not limited to the following:

- Update on revenue generated for the General Fund through the sale of trash stickers and compost stickers and tickets through the Board of Health office: a total of \$11,902.00 as of 8/18/2021 this year.
- A line item for Rabies Testing may be added to the Board of Health Budget.
- Issued an emergency beaver trapping permit on Kinsman Lane due to beaver-related flooding threatening a septic system.
- Housing complaint investigation and follow-up are ongoing for a property in Town.
- Routine septic and food inspections.
- Review of septic design plans, witnessing soil testing, reviewing Title 5 Inspection Reports, answering resident questions.

August 18, 2021 Meeting Minutes

- Preparation for Topsfield Fair, opening of school, upcoming flu vaccine clinics in addition to ongoing COVID-19 vaccine clinics.
- Involvement through Public Safety in the Tomato Growing Competition for the Tomato Festival on September 12, 2021.

ADJOURN

VOTE: Mr. Fixler made a motion to adjourn at 8:20 PM. Seconded by Mr. Rizza. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Fixler – yes

Rizza – yes

Eaton – yes

The motion passed in a vote of 4-0.

Minutes submitted by: Susan Winslow.

Per the Open Meeting Law, the documents that were either distributed to the Board of Health before the meeting in a packet or introduced at the meeting were:

1. Revised Agenda: August 18, 2021
2. Draft Minutes: July 21, 2021
3. 36 High Street Sanitary Disposal Upgrade Plan (Repair) dated 8/2/21
4. Detail of Variance Requests from 36 High Street Sanitary Disposal Upgrade Plan (Repair) dated 8/2/21
5. 36 High Street Application for Disposal System Construction Permit
6. BoH Document: Clarification of Criteria for Residential Bedroom Count Reclassification
7. 17 Prospect Street Letter dated 8/13/21 from Reverend Daniel F. Hennessey
8. 17 Prospect Street Title 5 Inspection Report dated 7/22/21
9. 17 Prospect Street Application for Disposal System Construction Permit – Permit- Certificate of Compliance 2008
10. 17 Prospect Street Septic As Built Plan dated 9/9/08
11. 19 Sleepy Hollow Road Letter dated 8/16/21 from Peter M. Blaisdell, Jr. PE, PLS from Williams & Sparages
12. 19 Sleepy Hollow Road Title 5 Inspection Report dated 8/5/21
13. 19 Sleepy Hollow Road Application for Disposal System Construction Permit – Permit- Certificate of Compliance 2007
14. 19 Sleepy Hollow Road Septic As Built Plan dated 7/23/2008
15. Document: Board of Health Revenue July 22, 2021 to August 16, 2021
16. Documents: Bill Lists dated 8/17/2021 and 8/10/2021
17. Email from Larry Fixler RPh dated 8/17/21
18. Volunteer Form for Amy M. Lischko MSPH, DSc
19. Amy M. Lischko MSPH, DSc Curriculum Vitae

These Meeting Minutes were accepted at the September 20, 2021 Board of Health Meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee 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 Committee as to the completeness or accuracy of such statements.