

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

Date:	Wednesday, May 18, 2022
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ATTENDANCE:

BOARD MEMBERS	
Sheryl Knutsen RN Chair	Yes
Mark Rizza	Yes
William Hunt Esq.	Yes
Ellen Eaton RN	Yes
Amy Lischko MSPH, DSc	Yes

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

VISITORS PRESENT: Boxford/Topsfield Cable Television, Greg Bernard RS, John Morin PE

OPENING

The meeting of the Topsfield Board of Health was called to order at 6:30 pm on May 18, 2022 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.

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- The Recording Secretary is taking Meeting Minutes and this meeting is being recorded by Topsfield/Boxford Cable Television. No others wished to record the meeting.
- The Topsfield Board of Health will be hosting Vaccine Clinics at Town Hall on May 19, 2022 and June 16, 2022.

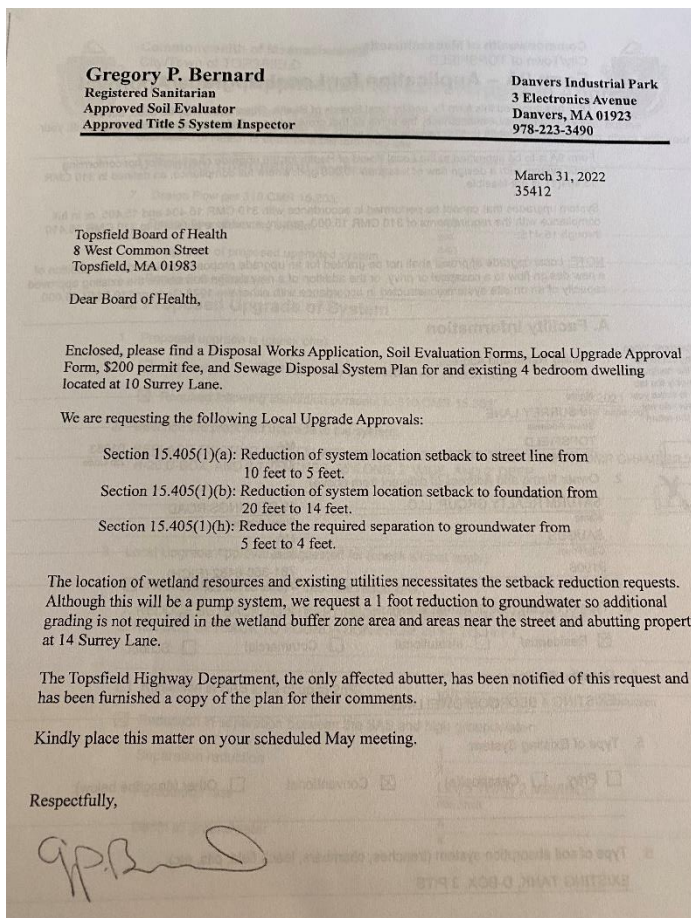
MOMENT OF SILENCE

Chair Knutsen led the Board and Visitors in a moment of silence.

APPOINTMENTS

10 Surrey Lane – Multiple Variance Requests

Health Director Hansbury introduced Septic Design Engineer Greg Bernard RS and explained that Mr. Bernard was representing the owner, Saturn Realty Group for a septic repair at 10 Surrey Lane. Ms. Hansbury informed the Board that the proposed septic repair meets all criteria except for the variances requested by Mr. Bernard in the letter dated March 31, 2022.



Mr. Bernard informed the Board that the property is a 4-bedroom dwelling with an adjacent perennial stream and wetland buffer zone behind the house. The current system has 3 failed leach pits in the front yard. Mr. Bernard explained that, due to the challenges of the property, the proposed system consisting of a 2,000 gallon tank with pump chamber to 3 trenches will be placed in the front yard in the same location as the existing system. Mr. Bernard informed the Board that abutters and the Department of Public Works have been

notified. Mr. Bernard informed the Board that he has made two site visits with Conservation Agent Heidi Gaffney to determine the wetland boundaries.

Mr. Hunt expressed concern that the location of the system was being driven by Conservation regulations and he wanted to know why the new system was not going to be placed in the back yard. Ms. Hansbury informed the Board that Title 5 regulations require a septic system to be a minimum of 50 feet from a Wetland Buffer Zone, and there are wetlands behind the house which usually means that groundwater in the area is high.

The Board discussed the merits of using a polyethylene barrier to shield the foundation from effluent in the unlikely event of leakage, due to the fact that the septic tank is monolithic, which means that it is cast in one piece with no seams to limit the possibility of effluent escaping from the tank. The Board also discussed the maximum feasible compliance for a system repair on a challenging property.

VOTE: Mr. Rizza made a motion to accept the variance requests as stated in the letter from Mr. Bernard dated March 31, 2022. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Eaton – yes

Hunt – no

Lischko – yes

The motion was approved in a vote of 4-1.

19 High Ridge Road – Bedroom Count Reclassification Request

John Morin PE from the Morin-Cameron Group Inc., representing Kevin and Laurie Gillis, addressed the Board with a Request for Bedroom Count Reclassification from four (4) bedrooms to five (5) bedrooms at 19 High Ridge Road. Mr. Morin presented the following information:

- In January 1998, the system was designed as new construction for four bedrooms with a design flow of 595 gallons per day.
- Topsfield Supplemental Regulations required 200 gallons per bedroom per day at that time.
- There were no variance requests for the system.
- The leach field was designed as 800 square feet.
- In subsequent years, the Board of Health revised the Supplemental Regulations to Title 5 which requires 110 gallons per bedroom per day.
- A Title 5 Inspection Report prepared by Septic Compliance Inc. dated March 22, 2022 stated the system passed inspection and confirmed that there is no garbage grinder in the dwelling.

Mr. Morin concluded that the system as designed is now compliant for five (5) bedrooms under current Topsfield Septic Regulations, and has met the criteria for a reclassification to five (5) bedrooms. The Board confirmed that the system as designed at 19 High Ridge Road meets the criteria for reclassification from four (4) bedrooms to five (5) bedrooms.

VOTE: Mr. Hunt made a motion to reclassify 19 High Ridge Road from a four (4) bedroom system to a five (5) bedroom system. Seconded by Mr. Rizza. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Eaton – yes

Hunt – yes

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Lischko – yes

The motion was approved in a vote of 5-0.

371 Boston Street – Relocation of Existing House

John Morin PE from the Morin-Cameron Group Inc., representing Randy and Maureen Sabino, addressed the Board with a request to continue to use the existing septic system for an existing dwelling that will be moved to a new location on the property. Mr. Morin explained that this would be a temporary situation. Mr. Sabino received approval in the Fall of 2021 from the Zoning and Planning Boards for the proposed changes on this property to mixed use which will include a new septic system for the project. Mr. Sabino presented a notarized letter to ensure that he will have more follow-up on the property by August, 2023. Mr. Morin presented a septic design plan dated 5/16/2022.

Mr. Rizza suggested that the timeline for follow up should be one year from this meeting, at the April 19, 2023 Board of Health Meeting.

Ms. Eaton inquired if there are new structures going up on the property at present. Mr. Morin responded that there will be foundations only, and no new structures going up at this time.

Mr. Morin explained that the pipe to the existing septic system would have a run of 135 feet with a 2 inch slope with clean-outs.

VOTE: Mr. Rizza made a motion to accept the proposal as stated by John Morin PE to allow for the dwelling, when moved to a new location on the property at 371 Boston Street, to be connected temporarily to the existing septic system as shown on the plan submitted by Mr. Morin dated 5/16/2022, with the homeowner and representative to return to the Board of Health at the April 19, 2023 Meeting for a follow up related to a permanent system. Seconded by Ms. Eaton. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Eaton – yes

Hunt – yes

Lischko – yes

The motion was approved in a vote of 5-0.

MEETING MINUTES

April 20, 2022

Chair Knutsen asked the Board Members if there were any corrections/comments/questions regarding the Meeting Minutes of April 20, 2022. There were none.

VOTE: Ms. Eaton made a motion to accept the Meeting Minutes of April 20, 2022 as written. Seconded by Mr. Rizza. After determining that there was no further discussion, Chair Knutsen called for a roll-call vote.

Knutsen – yes

Rizza –yes

Hunt - yes

Eaton – yes

Lischko - abstain

The motion was approved in a vote of 4-0-1.

OLD BUSINESS

COVID-19 UPDATE

Director Hansbury reported the following:

- As of May 17, 2022, there were 57 cases of COVID in Topsfield.
- The case load of COVID cases has doubled in less than half a month's time.
- Tri Town Public Health Nurse Julia Lobel RN has been following 8 cases from the Masconomet Regional High School Prom, although cases are reported to be mild.
- The new COVID 19 variant does not show up as positive on a COVID test until between 3 – 5 days after onset.
- The Board of Health continues to host Vaccine Clinics.
- Director Hansbury thanked Sheryl Knutsen, Mark Rizza and Ellen Eaton for their continuing volunteer support of the Clinics.
- 90 people have registered for the COVID Vaccine Clinic on Thursday, May 19, 2022 at Topsfield Town Hall, with walk-ins expected.
- The Topsfield Vaccination rate for COVID-19 is 93%.
- The Topsfield Board of Health has COVID-19 test kits, available free of charge to Topsfield residents.
- Chair Knutsen reminded the Board about the value of MassNotify, the phone app that will alert the phone user if they have been exposed to someone with COVID-19. This information is available on the Board of Health web pages.

NEW BUSINESS

Financial Update

- Board Members reviewed Expenditures since the April 18, 2022 Board Meeting in the amount of \$157.31.
- Board Members review Revenue since the April 18, 2022 meeting in the amount of \$1,735.00.

Public Health Excellence Grant (PHE)

Tri-Town Public Health Nurse Julia Lobel RN has resigned as of June 1, 2022. Health Director Hansbury praised the contributions to the pandemic response made by Ms. Lobel including:

- Created cohesion among the 8 schools in the Tri-Town School District, ensuring consistent messaging and response.
- Supported Public School Nurses, school Principals, sports groups.
- Coordinated Vaccine Clinics in Topsfield and Middleton
- Conducted extensive contact tracing in the school system

The Board expressed gratitude to Ms. Lobel for the work she has done for the Board of Health and the general public during the pandemic.

The Public Health Excellence grant will be in the amount of \$213,000.00 again this year. This will be used to cover expenses related to a Public Health Nurse, Coordinator and Public Health Inspector.

The State has put emphasis this year on transitioning contract workers into Town employees, with the understanding that the positions are grant funded. This effort is to support locally sustainable positions for local public health.

The PHE Grant is renewable for a total of 9 years.

Director Hansbury would like to be able to offer Ms. Lobel the opportunity to become a grant funded Town employee. Ms. Hansbury will be attending an upcoming Select Board meeting to present this request.

HEALTH AGENT REPORT

Health Director Hansbury reported the following:

- Ms. Hansbury was out sick for two and a half weeks but is happy to be back and feeling better. Ms. Hansbury thanked Sue Winslow for maintaining the office in her absence.
- Mark Carleo is the Tri Town shared Public Health Inspector. Mr. Carleo has been covering inspections for weekend events.
- The semi-annual White Goods/Metals collection will be held May 18, 19, 20, 2022.
- The Strawberry Festival will be held Saturday June 11, 2022.
- The Senior Tax Work Off Program and ABLE residents have been assisting in the Board of Health office with the file conversion project, making copies for public records requests, creating a data base on all private wells in Topsfield and a project to identify alternative septic systems in Topsfield.
- Stephanie Bilotti has been hired to manage the Town website and social media, but the Board of Health will maintain ownership of Board of Health, Trash and Recycling website News and web pages.
- Compost Tickets/Annual Passes are now available online only.
- Inspections, Food Permits and License renewals continue.
- Building Permit Prerequisite reviews continue.
- Response to resident questions, concerns continue.
- Soil Testing & New Construction Septic Installations underway.

CORRESPONDENCE

There was no correspondence for this meeting.

ADJOURN

VOTE: Mr. Hunt made a motion to adjourn at 8:30 pm. Seconded by Mr. Rizza. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Eaton -yes

Hunt -yes

Lischko – yes

The motion was approved in a vote of 5-0 and the meeting adjourned at 8:30 pm.

Minutes submitted by Susan Winslow.

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

1. May 18, 2022 Agenda
2. 10 Surrey Lane letter from Greg Bernard RS dated March 31, 2022
3. 10 Surrey Lane Percolation Test Results
4. 10 Surrey Lane Form 9A Application for Local Upgrade Approval
5. 10 Surrey Lane Application for Disposal System Construction (repair)
6. 10 Surrey Lane Septic Design Plan dated March 31, 2022
7. 19 High Ridge Road Letter from John Morin PE dated May 1, 2022
8. 19 High Ridge Road, passing Title 5 Inspection Report from F. Paul Cardone dated 3/22/2022
9. 19 High Ridge Road Application – Permit – Certificate of Compliance 1998
10. 371 Boston Street Notarized Letter from Randy and Maureen Sabino dated 5/11/2022
11. 371 Boston Street Site Plan dated 5/16/2022
12. DRAFT Meeting Minutes – April 20, 2022
13. Revenue Sheet: April 19, 2022 – May 13, 2022
14. Bill Lists Processed: April 19, 2022 to May 13, 2022

These Minutes were approved at the June 29, 2022 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.