



Topsfield Board of Health
Meeting of Thursday, May 28, 2009
Town Hall Conference Room ~ 7:30 PM

The meeting was called to order at 7:34 with a quorum present; Sheryl Knutsen, Acting Chair; Vincent Guerra; Wade Goldman

Not Present: William Hunt; Deborah Colbert

Also Present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary

Abbreviations used:

TBOH - Topsfield Board of Health

Dr. Guerra made a motion to approve the TBOH meeting minutes of March 26, 2009 as edited. The motion was seconded and carried by unanimous vote.

Martha Morrison, Selectman was present and identified that she is the new liaison to the TBOH. She addressed a couple of issues with the Board saying the Web Site Committee is available to the TBOH to assist them with a web page. The Board asked that this be on a future agenda for discussion.

APPOINTMENTS

4 North Common; Frank & Kristi Martino – discuss previous property use.

Mr. Martino was present and provided the Board with a letter dated May 28, 2009 regarding: Update 4 North Common Street relative to the septic permit.

4 North Commons Street is on the June Agenda.

VOTE: 161 River Rd. - Owner Rupert and Gail Annis present; Title V request extension to 3rd Year
Mr. Coulon explained the process and recommended if the Board wants the tank pumped that the extension is granted upon proof of pumping.

Dr. Guerra made a motion that the Board grant the request of the owners of 161 River Road to extend the validity of the inspection report to terminate September 8, 2010 and a letter of that effect to be issued upon receipt of state septic pumping report form. The motion was seconded and carried by unanimous vote.

VOTE: 501 Boston St. - Frank Iovanella, property owner; Present Jim MacDowell and Clay Morin, Morin Engineering; to upgrade gravity septic system requesting variance and waiver of local and Title V distance from well from 100 feet to 90 feet from septic; sizing of the field from 200 gallons per bedroom per day to 150 gallons per bedroom per day; waiver of the perc rate from 20 to 40 minutes per inch.

Mr. Goldman made a motion to accept septic design with three waivers as stated on the plan. The motion was seconded and carried by unanimous vote.

VOTE: 30 Wildes Rd. - Frank Iovanella, property owner; present Jim MacDowell and Clay Morin, Morin Engineering; Septic Design for Over 55 project. Designed as Amber Wood Farm septic (2003) as alternate use of septic beds, individually meeting regulations with the valves switched during annual inspections; this was a comprehensive friendly 40 B project with the ZBA permitting. Mr. MacDowell offered to speak with people associated with the Amber Wood Project and to find the ZBA permit to assist the TBOH in their decision regarding the system design.

This application design is being requested for the Wildes Road, New Meadows (24 Unit) Project with

the recommendation of annual maintenance with DF Clarke

Ms. Knutsen made a motion that the Board accept the design as submitted w/o the plan to alternate fields and submitted to Beals and Thomas for peer review and that Beals and Thomas made a recommendation to the TBOH if the alternating system be used and this be on the agenda for the next meeting. The motion is seconded and carried by unanimous vote.

VOTE: 132 Main Street James Scanlon, Engineer

Mr. Coulon identified that waivers were previously granted for this site but the regulations require Board approval with the change of design. Waivers granted for design plan - waste line out of dwelling to cesspool pit connected via front of house to field, digging under the porch was a concern along with the collapsing of the cesspool, there for the new plan is that the waste line to come out the other side and the tank is relocated and a 1500 gal tank was used. No changes to the waivers and upgrades but the new design requires grant same waivers to local waivers and upgrade approvals for grading purposes, set backs and to keep out of Buffer zone. Design of the leech field has not changed. Location of the tanks has changed.

Goldman made a motion to approve the new septic design for 132 Main St. with the 2 local waivers from 200 to 110 and 5 ft to 4 ft ground water separation as it was in previous design. The motion was seconded and carried by unanimous vote.

VOTE: 10 Rowley Rd. - Title V extension

Request before the Board to authorize the Agent to issue a letter extending the validity of the Title V inspection six weeks to June 30, 2009.

Goldman made a motion to extend the Title v inspection report validity period through June 30, 2009. The motion was seconded and carried by unanimous vote.

Mr. Coulon requests for the Board to authorize the Agent, in certain circumstances, to grant extensions to the Title V Inspection Reports validity periods was deferred until the full Board can discuss the criteria.

VOTE: 12 Boston St. - English Commons Peer Review

Planning Board and Conservation Commission have a peer review done by BSC Engineering Company. The TBOH is not required to have a Peer Review but it is best to do so. The outside consultant is paid by an account set up by the applicant. The Town is the regulatory party and the holder of the money which is paid out to the consultant upon authorization of the Boards. Applicant (Contractor Barry) did not agree with the BOH using the same engineering company (BSC) that the Planning Board and Conservation Commission used.

The Health Agent recommended that the TBOH contract with Weston and Sampson to do the peer review of the septic system. A proposal from Weston & Sampson was reviewed by the Board.

Mr. Coulon was asked if he knows anyone personally at Weston and Sampson Engineering; he responded that he does not and is recommending them out of the bids received due to their experience with the complexity and size of the project and cost. Other proposals were sought from Engineers doing projects in Town and personal experience of Mr. Coulon.

Dr Guerra made a motion that Weston and Sampson as bid do the Peer Review for the English Common project as presented by the Agent. The motion was seconded and carried by unanimous vote.

HEALTH AGENT'S REPORT

Emergency Preparedness/Medical Reserve Corp. – update - 9 Communities now participating. Cooperative working between communities; 2 consultants/175 volunteers, Senior Information Fair Review.

VOTE: Topsfield EDS (Emergency Dispensing Site) Action Plan; Documents provided for review. Ms. Knutsen gave a detailed update including the Swine Flu H1N1 vaccinations. The triage protocol, HAHN (Health And Home Network) Alerts were a part of the discussion.

VOTE: To renew the contract with Public Sector Partners. Public Sector Partners is the company that assists the Town in billing of the flu clinic vaccinations. The money refunded to the Town goes into the general fund (\$6,000 FY09)

Goldman made a motion that the BOH renew the contract for Public Sector Partners for upcoming FY10 same terms and conditions of the current contract (this) FY09. The motion was seconded and carried by unanimous vote.

It was noted if the BOH does not have the money in the budget in the case of a pandemic the BOH would request the Board of Selectmen make a transfer.

NEW BUSINESS

Meeting Minutes VOTE: Approval Jan. '09, March '09 & April '09

VOTE: Establish Meeting Schedule for FY2010 – see attached sheet of proposed dates (4th Thursday of the month)

OLD BUSINESS

4 North Common St. update

VNA - Presentation to the Board for a future (June) meeting.

Mutual Aid - no update; this will be on the June agenda for discussion

FINANCIALS

Review and Sign Bill Warrant

COMMUNICATIONS

Complete documents from Town Clerk for FY10

Fluoride Documents - no update

Mr. Coulon identified a proposal by the Topsfield Fairgrounds for a Winter Wonderland from November 27 through December 30 including displays of Christmas season decorations, lights, rides by Fiesta Shows. It was observed that this has not been formally discussed by the BOS who are being asked for their opinion. Food permitting will be necessary including Health inspection. The permitting fee schedule was reviewed as it relates to this event.

The attending Selectmen participated in this discussion.

Executive Session –

Personnel Evaluation

11:38 PM - *Dr. Guerra made a motion to enter into Executive Session. The motion was seconded and approved by roll call vote.*

12:00 Goldman made a motion to return to open session. The motion was seconded and carried by unanimous roll call vote.

12:00 AM Goldman made a motion to adjourn and it was unanimous to do so.

Knutsen made a motion to change the Nov and Dec meeting dates and accept the dates as submitted.

July 23, 2009	
Aug. 27, 2009	
Sept. 24, 2009	(Topsfield Fair Oct. 2-12)
Oct. 22, 2009	(Topsfield Fair Oct. 2-12)
(Nov. 19, 2009)	Thanksgiving Day – previous Thursday, Nov. 19, following Thurs., Dec. 3
(Dec. 17, 2009)	Christmas Eve – Previous Thursday, Dec. 17 (following Thursday, December 31, New Year’s Eve)
Jan. 28, 2010	(6 weeks between dec & jan meeting)
Feb. 25, 2010	(Feb. vacation 2/15-2-19)
Mar. 25, 2010	
April 22, 2010	(Apr. vacation 4/19-4/23)
May 27, 2010	
June 24, 2010	