

TOPSFIELD BOARD OF HEALTH

Meeting of Wednesday, December 15, 2010 ~ 7:30 pm

Topsfield Town Hall, 8 West Common Street

With a quorum present, Mr. Hunt called the meeting to order at 7:34 pm

Board Members Present: William Hunt, Chair; Wade Goldman; Dr. Vincent Guerra; Gerry Topping (7:36 pm)
Sheryl Knutsen (8:23 pm)

Also present: John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary
Selectman Dick Gandt

Abbreviations

BOH Board of Health

BOS Board of Selectmen

Public information

Agenda

APPOINTMENTS

VOTE: 13 South Main Street

Present: Thomas Grady, property owner/ applicant

In full disclosure, Mr. Grady was identified as a former member of the Topsfield BOH.

Engineered drawings prepared by Neve Morin Group, dated November 29, 2010; drawing no. S-2931 were referenced. The Application for two variances from 5 foot water table to 4 foot water table and a set back from 20 feet to 13 feet in one area and 16 feet in another area; this is a failed system.

This is a five unit building composed of two offices, and three apartment units.

Mr. Topping made a motion that the BOH accept and approve the plan for 13 South Main Street with approval request for the variance as listed on submitted 9A form received December 15, 2010. Dr. Guerra seconded and the motion carried by unanimous vote.

VOTE: 29 Colrain Road

Application for local upgrade variance request of daily flow from 200 gallons per day to 110 gallons per day.

Present: Paul Dierze, 29 Colrain Road; Jon Whyman, Installer

This is a 3 bedroom septic repair; a plan design by Joseph Serwatka dated November 24, 2010 was referenced.

In full disclosure, the applicant Paul Dierze is on the Topsfield Finance Committee and Liaison to the Board of Health.

Mr. Coulon informed the Board that there is an existing deed restriction on this property that this house remains a 3 bedroom home until the septic is built to the new construction standards contingent on soil testing and BOH approval.

The applicant was given time to consider changing his application to a 4 bedroom design and left the room.

The applicant returned to the BOH stating the application stands as submitted.

The BOH declined to act on the plan as submitted.

Mr. Coulon reviewed Title V definitions of deed restriction and the definition of a bedroom as a room for privacy with the intention of sleeping. Other criteria were identified.

A discussion of understanding between housing Codes and Title V ensued.

HEALTH AGENT'S REPORT

Mr. Coulon provided the Board with a report of his activities dated December 15, 2010, for the purpose of providing the Board with how his time is divided among his responsibilities including meetings, septic related site inspections, food, miscellaneous, and office.

Emergency Preparedness/Medical Reserve Corp - update

Mr. Coulon reported the coalition met last Thursday and now has a new set of deliverables to be worked on this year; state advisory committee met two days ago, Mr. Coulon is the representative of the coalition Topsfield belongs to. A part time coordinator for the coalition is being sought.

Flu; Season update

Mr. Coulon informed the Board that the flu vaccine was made available during the Holiday Walk in town. The Tri Town Council office was used as the location to administer the vaccination; 80 people received the vaccination that day. He recommended that this is planned again for next year.

Draft Budget for FY 12

Mr. Coulon reported on the budget process saying that he and Dr. Guerra met with the BOS earlier this afternoon regarding the Health Department FY 2012 budget. A level funded budget was submitted. This was the first time the BOS interviewed each department regarding budget review. The interview included long term goals for the Health Department.

NEW BUSINESS

VOTE: Minutes

August 26; September 23; November 17

Mr. Topping made a motion to approve the November 17, 2010 BOH meeting minutes. Dr. Guerra seconded and the motion carried by majority vote with Mr. Hunt abstaining.

Mr. Topping made a motion to approve the August 26, 2010 BOH meeting minutes. Mr. Goldman seconded and the motion carried by majority vote with Dr. Guerra abstaining.

Mr. Topping made a motion to approve the September 23, 2010 BOH meeting minutes. Dr. Guerra seconded and the motion carried by unanimous vote.

OLD BUSINESS

Discuss Mutual Aid Meeting with Selectmen

Mr. Goldman reported that he has put together a draft document regarding the Health Mutual Aid to present to the BOS in support of the Selectmen signing the Agreement.

Mr. Goldman's report will include what Mutual Aid is and how it will benefit Topsfield and Frequently Asked Questions from the Public Health web site on Mutual Aid; it is his recommendation that the BOS are provided with this information prior to the presentation

The BOH review a copy of this draft for the purpose of discussion.

There are 14 sections of the agreement; this will be sent electronically to the BOH.

Mr. Goldman referenced his notes regarding the Selectmen's concerns about the Mutual Aid Agreement.

Mr. Gandt participated in the discussion

Mr. Hunt reiterated that there is a lack of county government for Topsfield and towns need to work directly.

He cited various potential circumstances of how this agreement will benefit Topsfield by providing back up and assistance from local towns.

Mr. Goldman recommended the BOS have a few weeks to respond to the agreement in writing to the BOH and that these issues are worked out prior to the BOH bringing this to the BOS. The timeline in the draft has this being brought to a BOS meeting in March.

Send out agreement for review; Mr. Goldman will pen a short letter from the BOH to the BOS requesting a consensus questionnaire

FINANCIALS

Review and Sign Bill Warrant

COMMUNICATIONS

EXECUTIVE SESSION – Current Litigation

Mr. Topping made a motion at 10:10 pm to enter into ES for the purpose of discussing litigation (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel and not to return to open session but adjourn directly from ES. Dr. Guerra seconded and the motion carried unanimously by roll call vote.

Respectfully submitted by

Catherine Tinsley