

**Administrator's Report**  
**Board of Health Meeting of January 28, 2010**  
*Report covers from January 14 to January 27, 2010*  
*Items requiring Board action are noted with an asterisk (\*)*

**A. Appointments – Informational Only**

John Judd: -RE: 43 Lufkin Point Rd., LUA Hearing – Continuance requested

**B. Agreement to Connect to Municipal Sanitary Sewer**

None

**C. Inspection Report Reviews**

(1) 158 Eastern Ave., Fannie Mae, Map 15, Lot 39\*

I reviewed the title 5 inspection report for the system at this property & am in agreement with the determination of the inspector, Ron Jenkins, that the system passed the inspection performed 1-22-10.

*Recommendation: I recommend that a letter be sent to the owner of this property stating that the BOH is in agreement with the determination of the inspector that the system passed the 1-22-10 inspection. I also recommend that this letter include the information that this house was unoccupied at the time of inspection.*

**D. Soil Evaluations / Waiver Explorations**

None

**E. Septic System Design Plan Reviews**

(1) 43 Lufkin Point Rd, McGraw, Map 20, Lot 17\*

I reviewed the replacement septic design plan for this property. This is a complicated property and plan. The owner plans to tear down the existing house and rebuild on the property. Due to the constrictions of the property, and the proposed foundation location, the owner is requesting a number of LUA requests - "1) to install a septic tank & leaching facility within 50 feet of a salt water wetland. 2) to install a leaching facility within 100 feet of well. 3) To allow for a Presby Treatment system where less than 4' of natural pervious soil exists. 4) To allow for a Presby Treatment system with a 2' separation to ground water. 5) to install a septic tank & leaching facility within 10 feet of a sleeved water service. 6) to install a septic tank within 10 feet of the foundation. 7) to install a septic leaching facility within 20 feet of the foundation."

Regarding the LUA requests. An additional request should be added to the list 8) To allow a surface drain within 10' of the soil absorption system. Before any

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action is taken, we must receive the appropriate request forms and the proper citations of the requested LUA's must be included on the septic design plan. If done, I would recommend that the Board approve request # 1, 3, and 8, due to site constrictions beyond the owner's control. I would recommend tabling or denying the other requests for the following reasons – LUA request # 2 – For reasons to be stated below, this plan may be redesigned & the s.a.s may be slightly relocated. I have no doubt that it will remain within the 100' radius of the neighboring wells, but it may shift. Because of the location of the proposed soil absorption area to 2 neighboring wells and potentially to a future well on this property, a pretreatment treatment system to reduce nitrogen levels should be required. LUA request # 4 – As per this design plan, separation to g.w. under part of the system is estimated at just 1.5' & the system must be adjusted. LUA request # 5 – It may be possible to relocate the water service and eliminate the need for this variance. LUA request # 6 & 7 – the proposed construction of a new house on the property either creates or magnifies the need for these requests. LUA's are only meant to be granted if there is no option & these are self self created hardships.

Additional needed changes to the plan –

- (1) Note distance to neighbor's cistern.
- (2) Add Assessor's Map & Lot number to plan.
- (3) Add LUA request # 8 (noted above) to plan & correct LUA mis-numbering.
- (4) Add regulation citations to LUA requests & submit required paperwork.
- (5) Include e.s.h.g.w. in the soil log for T-2.
- (6) Reference or copy design manual for flow calculations.
- (7) The note number referenced on the system plot plan pertaining to abandonment of the existing system in wrong.
- (8) Eliminate general note #7.
- (9) The s.a.s. separation to g.w. in the area of T-1 is only 1.5', rather than the 2' noted.
- (10) The plan states that the retaining wall is a max. 3' high. The N.E. corner of the wall is approx 4.5' above the downhill finished grade.
- (11) Per the Enviro-Septic MA design & Installation Manual (pg. 34), the system required 2 vents.
- (12) The plan should have a note that the adaptors must be positioned at 12 o'clock.
- (13) The plan should have a note on the system sand specifications
- (14) The plan should have a detail on the raised connection elevations & insert depth (4" max).
- (15) A 2 bedroom deed restriction, recorded in the South Essex Registry of Deeds is needed.

*Recommendation: I recommend that this plan, **designed 12-22-09**, be disapproved for the above reasons & that action on the requested LUA's be tabled to a future meeting.*

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**F. Building Permit Applications & Occupancy Permits**

None

**G. Septic System Installations**

None

**H. Well Water Supply Certificates**

None

**I. Meetings Attended (for information only)**

I attended the monthly NS/CA EP Coalition meeting, weekly H1N1 planning meetings, An evening Cape Ann H1N1 Provider Forum, Monthly CAEPT meeting and Care Delivery Group meeting. We also held another H1N1 public clinic at the Woodman's Function Hall on Sat, 1-16.

**J. Complaints**

None

**K. Hazards Abated Via Enforcement Orders**

None

**L. Reportable Diseases**

None

**M. Other Issues**

(1) New BOH Equipment \*

PHER (Public Health Emergency Response) Grant money for H1N1 is available & can be used for a new refrigerator & a storage trailer if we want. The refrigerator we now have has (barely) held our H1N1 vaccine supply, but had we received 1 large or another small shipment, we would have had to find backup storage. I spoke with Brendhan & we can put the refrigerator on the stage. Kim & I would like to do this & give our existing refrigerator to the elementary school nurse, so that in the future she will be able to keep minimal vaccine on site for student &/or staff use. The NS/CA Coalition purchased 5 storage trailers last year. We can share the one located in Gloucester; however, in the event of an emergency, a lot of time would be wasted driving through Essex into Gloucester

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to pick up needed supplies. Kim, Betty, & I have discussed purchasing a trailer to be shared by Essex & Manchester and hopefully stored in Essex.

*Recommendation: Board approval to get new refrigerator & give our existing refrigerator to the school nurse & to proceed with getting a shared storage trailer.*

(2) North Shore Community Health Network Grant Approval

We have been notified that our grant application was accepted for our requested \$3700 for this year's Youth Triathlon. I am working on contacting their fiscal agent for follow up instructions.

Last year the NS Community Health Network held a luncheon/seminar at which the grant winners were announced. It is likely that this procedure will be repeated this year. If it is held while I am on vacation (a high likelihood), I would request that at least one member of the BOH attend to acknowledge receipt of the grant.

*Recommendation: None at this time. I will keep you posted as I receive additional information.*

(3) Letter from Kim re: School Nurse \*

The Elementary School Nurse, who has been working closely with us on H1N1, has asked Kim if she would write a letter to the new school Principal. Kim was happy to do so & has drafted a letter for your review.

*Recommendation: Permission for Kim to send letter to Principal Roberts regarding the efforts & cooperation shared between the school nurse & our BOH dept.*

(4) MHOA/DEP Annual Meeting \*

The annual MHOA/DEP day long seminar on Title 5 & DEP topics is scheduled for Feb 18, which is the day I will return from my vacation. I would like to attend this seminar for informational updates and needed CEU's for my Soil Evaluator & Title 5 Inspector licenses. Cost is \$35.

*Recommendation: Request permission to attend.*

**N. Tracking of Housing, Food Service, and Other Miscellaneous Board Issues**

(1) Annual Report \*

Our Annual Report is due Feb. 10<sup>th</sup>, which is during the time of my vacation & this is the last BOH meeting before the due date. I have drafted an annual report for your review.

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*Recommendation: Review, discussion, and approval of Annual Report for submittal.*

#### (2) H1N1 & Seasonal Flu Updates

Kim calculated out our total vaccinations for the season to date. Including school & public clinics we have distributed 402 seasonal & 913 H1N1 vaccines to date. We held 4 seasonal clinics 1 (school) H1N1 clinic and 5 combined clinics in town, not counting the many clinics Kim &/or I worked on the Cape. Although these vaccines were distributed to town residents & non residents, on a per capita comparison, we distributed H1N1 to the equivalent of 28.4% of our population. This is the highest per capita % in our NS/CA region (next highest is Rockport at 17.0%). Please see Kim's report for a detailed breakdown of clinics.

Our Cape Ann communities have the 4 highest vaccination rates of the 15 communities in the NS/CA Coalition. We all believe that this is a result of the coordination & collaboration between our communities.

At this point we are seeing a sharp decline in people coming to our clinics, although many are predicting a 3<sup>rd</sup> wave and seasonal flu has not yet arrived. We are planning outreach to our churches in town to see if they are interested in hosting a joint Sunday clinic after their services within the next couple of weeks.

*Recommendation: None. Informational only.*

#### (3) Medicare Reimbursement

I called Medicare to see why we haven't yet received last year's reimbursements. We found out that we were approved as a provider on May 29, 2009. When Kim went to trainings on submitting billing & becoming a provider, she was told that reimbursements could be submitted simultaneously with the provider approval process. During this process, Medicare changed their policy (as we have heard from other BOH's they often do) so that new providers (us) could only back bill 30 days from their approval date. Although we have been periodically contacting Medicare to track payments & have resubmitted information at least 2 times, no one we spoke to has bothered to notify us of this until now.

Although there is a high probability that we may not receive Medicare reimbursement for last year, I am now trying to find the name & contact info for the contracted company that some communities use, in hopes that we can still contract with them for last year's billing & get something back.

*Recommendation: None. Informational only.*