

Harvard Board of Health Meeting Minutes
Tuesday, September 26, 2017
Approved: October 10, 2017

BoH Members present: Libby Levison; Sharon McCarthy, Chair; Tom Philippou.

Attending: Ira Grossman, Health Agent, Nashoba Associated Boards of Health (“NABH”); Alison Flynn, Board of Health (“BoH”) Clerk.

Ms. McCarthy called meeting to order at 6:56 p.m.

PUBLIC COMMENT- None.

NEW BUSINESS-

- a. *325 Ayer Rd.- Siam Pepper-* Mr. Grossman reported to the BoH members that Siam Pepper currently has 30 seats inside the restaurant. Mr. Grossman indicated that the restaurant’s annual renewal applications have indicated a varying number of seats over the years. The BoH members discussed the relationship between the approved number of seats and the building’s septic systems. Mr. Philippou suggested that obtaining the water usage logs that property owner, Mr. Deane, indicated he collects would provide the BoH with data on whether there has been a dramatic increase over the years. Mr. Grossman agreed that this was an appropriate first step, and will follow-up with Mr. Deane to obtain the water logs as well as the Title V Inspection report requested after the last BoH meeting.

Mr. Grossman also reported that Ms. Braley, Food Service Inspector for NABH, has seen only minor changes in the kitchen at Siam Pepper, and confirmed that the restaurant no longer submits grease logs to the BoH because that BoH request was for a specified period of time that has since lapsed.

- b. *FY2019 Budget-* The BoH members reviewed the FY2018 budget to begin considering what they may want to include in the budget request for FY2019. The members agreed that they would like to include a request for a \$75.00 donation the Recycle Your Reusables event. Ms. Levison suggested that the budget request includes the fee for Massachusetts Health Boards training for the three BoH members and the Board of Health Clerk. Mr. Philippou and Ms. McCarthy agreed. The members also discussed the inclusion of funds for town-wide mailings and whether this was the best use of funds. They agreed to include \$800.00 as a suggested placeholder for a town-wide mailing informing the residents about a Pay-Per-Throw program if that goes into effect. The BoH members agreed to discuss the budget further at the next meeting.
- c. *Emergency Preparedness-* The BoH members reviewed the Harvard Emergency Dispensing Site Plan and Harvard Quick Start Emergency Dispensing Site Plan provided by Region 2 PHEP Regional Coordinator, Katrina Stanziano, to identify changes in roles and contact information. The members

also discussed Ms. Stanziano's request to inventory supplies provided to Harvard with PHEP funding and reviewed her draft inventory. Ms. Flynn will contact the Fire Department to coordinate a time that Ms. Stanziano can inventory such supplies kept in the Emergency Preparation Trailer.

It was also discussed that a meeting between the different town emergency response groups would be helpful to increase town-wide communication regarding the groups' different roles. Ms. Levison will reach out to the Fire Chief to see whether he would be willing to run such a meeting annually.

The BoH members also reviewed the Emergency Dispensing Site Plan Survey sent by Region 2 PHEP. Ms. Flynn will complete the survey online with the BoH members' responses.

d. *Update from Health Agent & Board of Health Clerk*

- Beaver permits- Ms. Flynn reported the results of beaver permits issued on September 6, 2017. Mr. Philippou indicated that he had also recently issued a new permit at Still River and Under Pin Hill Rd. Ms. Levison expressed her concern regarding emergency permits being issued so close to regular trapping season. Mr. Philippou indicated that he expressed to Mr. Kilhart that he was getting some pushback from the other BoH members.
- Request for donations- Ms. Flynn reported that she had received requests for donations from two American Red Cross funds and from MD Anderson Cancer Center of Texas. The members indicated that the BoH would like to consider requests for donations from local organizations, but do not have funds to support distant organizations at this time.
- NACCHO newsletter- Ms. Flynn reported that the most recent NACCHO newsletter had arrived and was available if the members were interested in reviewing the same.

OLD BUSINESS-

- a. *Discussion of seasonal conversions-* The Board members continued discussion of a preparation of a draft document guidance document. Ms. McCarthy indicated that when considering variances, she would like to see a tabular list of the Title 5 requirements and indications of which requirements would be met. Mr. Grossman indicated that he will prepare such a list that can be submitted to him as part of the submission for approval.
- b. *Stable permits timeline: Discussion of possible enclosure in January tax bill-* Ms. Flynn reported that Amy Haley, Tax Collector, advised that she was charged \$0.05 per 1/3 page elderly/disabled tax aid informational insert along with the January tax bill. Ms. Flynn advised that if there are the same number of bills as last year and the fee is the same, it would cost the BoH \$118.35 to include an insert. Ms. Haley indicated that she believes the company printing and assembling the envelopes would require notice in early December. Mr. Philippou raised the issue that this is a high cost for permits which charge no fee. Ms. Flynn will contact the Finance Department for an updated budget report. The Board also decided that the expiration date for the stable permits, including those approved on September 12, 2017, would be February 28th of each year.

The language on the templates for the stable permit and letter enclosing the approved stable permit to the property owner was also discussed. It was agreed that Ms. Flynn will revise both templates to clarify the requirements for reapplication.

- c. *Update on Sullivan & Son Disposal*- Ms. Flynn advised that she mailed Mr. Sullivan the letter confirming the Cease & Desist Order is in effect for all business in Harvard in 2017 on September 14, 2017. She also indicated that the return receipts for the letters to Mr. Sullivan of September 14, 2017 and August 31, 2017 have not yet been received in the BoH office.
- d. *Planning for updating trash hauler's regulations*- Ms. Flynn advised that a legal notice for the public hearing to be held on October 10, 2017 has been posted by the Town Clerk and will run in The Harvard Press on September 29, 2017. The sample regulation, with optional language, was reviewed and revised by the Board Members. Ms. Flynn will contact Irene Congdon at the Department of Environmental Protection to request her feedback on the revised proposed regulation and invite her to the hearing of October 10, 2017. Ms. Flynn will also update the website to include information about the hearing and will attach the draft regulation.
- e. *Review action points from last meeting*- Action points from the last meeting were reviewed.

PERMITS-

- **284 Still River Rd., Lot 1**- A permit for a septic upgrade was approved and signed by the BoH members.
- **17 Oak Hill Rd.**- A permit for a D-box was approved and signed by the BoH members.
- **90 Pinnacle Rd.**- A permit for a D-box was approved and signed by the BoH members.

APPROVAL OF MINUTES-

- Discussion of the minutes of September 12, 2017 was tabled.

ADJOURNMENT- Mr. Philippou moved to adjourn the meeting at 9:36 p.m.; Ms. Levison seconded. A roll call vote was taken: Ms. McCarthy, aye; Ms. Levison, aye; Mr. Philippou, aye.

***Respectfully submitted,
Alison Flynn, Clerk***

Documents Referenced:

- *FY2018 Budget*
- *DEP "Best Practices for Municipalities Developing Trash Hauler Regulations"*