

**Harvard Board of Health Meeting Minutes**  
**Tuesday, October 10, 2017**  
**Approved: November 14, 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; Irene Congdon, Regional Recycling Coordinator with Massachusetts Department of Environmental Protection (“MA DEP”); Marty Green, Harvard Press.

*Ms. McCarthy called meeting to order at 2:01 p.m.*

**PUBLIC COMMENT-** None.

**NEW BUSINESS-**

- a. *Trash Hauler Regulation Hearing-* Ms. McCarthy explained that the purpose of the hearing was to discuss adopting the proposed *Rules and Regulations for Removal, Transport, and Disposal of Solid Waste or Recyclables in the Town of Harvard*, which would replace the current Article IV: Solid Waste regulations in the Code of the Town of Harvard. The BOH members reviewed the proposed Harvard regulation with Ms. Congdon clarifying their questions regarding language and revisions were made. The sample application and reporting form provided by Ms. Congdon was also reviewed for consistency and revisions were made.

Ms. Congdon advised that once the regulation is approved, the BOH should send a letter to the haulers enclosing a copy of the regulations, explaining that the most significant changes are the requirement for mandatory recycling and the offering of bundle services, and enclosing a copy of the new application and reporting form. It was agreed that the applications would be due to the BOH by December 1<sup>st</sup> with the BOH members approving permits by January 1<sup>st</sup>, and the permits issued by February 1<sup>st</sup>. Ms. Congdon suggested that the BOH prepare a town-wide mailing informing residents of the change in the new year, and suggested Tessa David, of MassToss, would be available to offer guidance.

Ms. Congdon also suggested that the BOH reach out to the Building Inspector to discuss any foreseeable conflicts that businesses might run in to when complying with the new regulations (e.g., the need for separate receptacles for trash and recycling) and zoning regulations. Ms. Congdon indicated that businesses will need to work with their haulers to discuss possible remedies, e.g. smaller containers and more frequent pick-ups. Ms. McCarthy indicated she would like to be proactive with Harvard businesses and will draft a letter referencing the new regulation, stating that the BOH will expect compliance, and requesting they contact the BOH with any questions. Ms.

Congdon advised that the BoH can direct businesses looking to dispose of particular items to recyclingworksma.com as a resource.

Mr. Philippou made a motion to accept the regulation as discussed and amended. Ms. Levison seconded. A roll call vote was taken: Ms. McCarthy, aye; Ms. Levison, aye; Mr. Philippou, aye.

- b. *Schedule Change for October 24<sup>th</sup> Meeting-* Ms. McCarthy requested the meeting be held earlier in the day due to a scheduling conflict. The members agreed to reschedule the meeting to be held beginning at noon or 2 p.m. pending Ms. Levison's confirmation of a prior commitment.
- c. *Update from Health Agent & Board of Health Clerk*
- Ms. Flynn advised that she forwarded the BoH members the update to the Open Meeting Law, and pointed out that the change that most affects the BoH members is the requirement for Minutes to be approved within 3 meetings or 30 days, whichever is longer.
  - Ms. Flynn advised that Mr. Kilhart had reported 4 beavers trapped at Still River Rd. near Under Pin Hill Rd.
  - Ms. Flynn reminded the BoH members that she will be on vacation from 10/19- 10/25/17. Ms. Levison offered to check phone messages and post the agenda on 10/19; Ms. McCarthy offered to cover office hours on Tuesday, 10/24/17.
  - Mr. Grossman received a report of mold in Shaker Place (Ayer Road office building). When he checked the building, he saw no visible mold.
  - Ms. Flynn advised that a Nashua River Watershed newsletter arrived.

#### **OLD BUSINESS-**

- a. *Further discussion of FY2019 budget-* Ms. Flynn reported that she confirmed with the Finance Director that there is \$57,235.40 available in the Community Septic Loan Program account and \$4,083.26 left in the Region 2 Emergency Preparation fund. The members requested Ms. Flynn further clarify whether funds from the Region 2 Emergency Preparation account were withdrawn for the emergency trailer last year and, if so, in what amount.
- b. *Discussion of seasonal conversions: Further discussion of guidance document-* Ms. Levison presented a fillable form she prepared as a rough draft to address Local Upgrade Conditions. Ms. McCarthy presented a document that she drafted regarding Seasonal Home Conversions, as well as her revisions to the previously approved Seasonal Home Conversion Guidance Document. Additional revisions were suggested for each draft. Ms. Levison and Ms. Flynn also reported that Julie Doucet had kindly offered to assist in exploring the possibility of converting the fillable form into a web-based form.

Mr. Philippou made a motion to accept the changes made to the Seasonal Conversion Guidance Document. Ms. Levison seconded. A roll call vote was taken: Ms. McCarthy, aye; Ms. Levison, aye; Mr. Philippou, aye.

- c. *Stable permits timeline: Discussion of possible enclosure in January tax bill-* The Board discussed that the year-to-date budget report run by the Finance Director on September 27, 2017 shows we have \$511.52 (of \$600.00) left in the office supplies account. The members discussed that the cost of an insert reminding residents to apply for a stable permit would be worth-while and cost effective for this year as the Board does not have a current working stable permit list. Ms. Levison and Ms. Flynn will work on a draft of the insert language.
- d. *325 Ayer Road- Update-* Mr. Grossman indicated that he e-mailed Mr. Deane of LTI Harvard Appleworks LP requesting he attend a Board meeting to discuss his current real estate ad which lists various possible uses for the property. Mr. Grossman also stated that he received the Title 5 reports for the property and both systems passed.
- e. *Review action points from last meeting-* Action points from the last meeting were reviewed.

#### **PERMITS-**

- **152 East Bare Hill Rd.-** a permit for a D-box replacement was signed.
- **304 Still River Rd.-** a permit for a new septic system was signed.
- **190 Bolton Rd., Lot 2-** a permit for a new septic system was signed.

#### **APPROVAL OF MINUTES-**

- September 12, 2017- Mr. Philippou made the motion to approve the minutes as amended. Ms. Levison seconded. A roll call vote was taken: Ms. McCarthy, aye; Ms. Levison, aye; Mr. Philippou, aye.
- September 26, 2017- Ms. Levison made a motion to accept the minutes as amended. Mr. Philippou seconded. A roll call vote was taken: Ms. McCarthy, aye; Ms. Levison, aye; Mr. Philippou, aye.

**ADJOURNMENT-** Ms. McCarthy moved to adjourn the meeting at 4:16 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:***

- *Draft Trash Hauler regulation, sample application, yearly reporting form*
- *Year-to-Date Budget report of 9.27.17*

- *Revised Seasonal Conversion Guidance Document, draft Local Upgrade Approvals Request Form, and draft Analysis of Local Upgrade Conditions*