

Harvard Board of Health Meeting Minutes
Tuesday, January 9, 2018
Approved: January 30, 2018

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

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

Ms. McCarthy called meeting to order at 2:00 p.m.

PUBLIC COMMENT- None.

NEW BUSINESS-

- a. Food scrapping at the transfer station- The agreement between Vinjaya & Grant MacLean and the Department of Public Works was reviewed.
- b. Continued review of 2018 waste hauler permit applications-
 - Mitrano Removal Service, LLC (“Mitrano”)- The BOH members reviewed a draft non-compliance letter prepared by Mitrano in response to the BOH’s letter of December 14, 2017. The BOH members asked that Ms. Flynn thank Mitrano for its prompt response and suggest that the final letter might also include the BOH’s e-mail address.
 - Fiore Trucking Recycle & Disposal, Inc. (“Fiore”)- The BOH members reviewed an e-mail response from Mr. Fiore which confirmed he has only commercial customers, and indicated they offer cardboard recycling to commercial customers who need the service. The BOH members requested Ms. Flynn draft a letter to Fiore citing the regulation which requires mandatory recycling for all customers, residential and commercial, of all recyclable items and not just recycling of cardboard. A permit was not issued.
 - Republic Services (“Republic”)- Republic’s application package was reviewed, including supplemental e-mailed correspondence between Ms. Flynn and Republic in which it was confirmed that Republic’s customers in Harvard, all of which are commercial, do not receive recycling services. The BOH members requested Ms. Flynn draft a letter to Republic citing the regulation which requires mandatory recycling for all customers, residential and commercial, and advising that letters have been sent to all business owners/property owners in Harvard notifying them of the change. A permit was not issued.
 - E.L. Harvey & Sons, Inc. (“EL Harvey”)- EL Harvey’s package was reviewed. The company said that they do use a customer non-compliance letter and not all customers receive recycling services. The BOH members requested a letter, similar to that being sent to Republic and Fiore, be sent reminding EL Harvey that recycling is mandatory, and requesting a customer non-compliance letter be drafted and submitted to the BOH for review. A permit was not issued.

- Sons of Kristoff- Ms. Flynn advised that Sons of Kristoff is the only 2017 permitted hauler that has not provided any application package for 2018. The BOH members asked her to reach out to the company to request an application package.
- c. Report re Land Use Department meeting of December 14, 2017- Ms. McCarthy and Mr. Grossman indicated that the Land Use Boards members discussed the proposed Craftsman Village Harvard project and the BOH's comments which will be submitted to the Zoning Board of Appeals. Ms. McCarthy plans to attend the LUB Department's next meeting on January 18, 2018.
- d. Annual Town Report submission- a draft was reviewed and additional revisions were made. Ms. Flynn will incorporate the revisions for final review prior to submission before January 22, 2018.
- e. Goals for 2018- The following goals were identified:
- Increase number of applications available online
 - Continue outreach on recycling, including support of Recycle Your Reusables
 - Support BOS on work to increase recycling at the transfer station and thus reduce fees for waste disposal.
 - Continue outreach and education on Ticks and Prevention
 - Write four articles about ticks and prevention for The Harvard Press
 - Increase the number of ticks submitted to the UMASS Lab for Medical Zoology for testing to >50
 - Continue emergency planning, including installation of satellite phone base stations at the Bromfield School, the planned Emergency Dispensary Site
 - Attend additional training programs
 - Publicize medicine take-back location at the Police Station and include information on the website regarding the harm in flushing medications
 - Continue to encourage communication between the Board of Health and Town Departments, Boards and Committees
- f. Update from Health Agent & BoH Clerk -
- 95 Old Mill Road- Mr. Grossman reported that a building permit application was submitted online on behalf of the new owner. Mr. Grossman entered comments that a Title 5 inspection was required and that there was an outstanding order to correct sanitary code violations which include the pool, and requested additional descriptions of the interior work that is likely required. The BOH members did not think additional comments were needed at this time.
 - Still River Realty Trust bedroom deed restrictions: 37 & 45 Pine Ridge Drive- Ms. Flynn reported that she had mailed a request for execution by the Trustees to Pablo Carbonell on December 14, 2017, and e-mailed him in follow-up on January 5, 2018. The members requested she follow-up with him again next week.
 - Ms. Flynn advised that Mr. Deane returned the signed acknowledgment regarding 325 Ayer Road via e-mail and mail.

- The members agreed to include the “All-Hazard Checklist” prepared by the Massachusetts Office of Preparedness and Emergency Management on the BOH website.
- Ms. Flynn provided copies of the January 2018 Year-to-Date budget report to the members, and agreed to e-mail the members a summary of the accounts.
- The members discussed the e-mail received regarding MDPH Division of Epidemiology and Immunization’s internship program, and it was decided that Ms. McCarthy will reach out to the Middlesex Tick Task Force to discuss the possibility of applying for an intern.

OLD BUSINESS-

- a. ABC Cesspool, Inc. (“ABC”) probation period summary- Ms. Flynn reported that ABC’s quarterly report due on December 29, 2017 was not received by the BOH office. The Board decided that Ms. Flynn would reach out to ABC to remind them that the report is overdue and request that the report be submitted post-haste or ABC would find itself before the BOH.
- b. Further discussion of proposed development on north end of Ayer Road (Craftsman Village Harvard) for Chapter 40B housing: finalizing comments for the ZBA hearing- a draft was reviewed and accepted by the members.
- c. Discussion re printed stable permits insert- the members discussed that the final version of the stable permit was mistakenly printed in italics. Ms. Flynn will contact the printer to find out what happened to avoid similar errors in the future.
- d. Further discussion: 58 Blanchard Road- Status of removing rubbish- Ms. Flynn advised the BOH members of her telephone conversation with the homeowner of January 2, 2018 during which she learned from the homeowner that some of the rubbish had been disposed of, but the hauler was unable to removal all because the items were frozen in place. At Ms. Flynn’s request, the hauler sent her an e-mail confirming that $\frac{3}{4}$ of a truckload of rubbish was removed and that the remaining $\frac{1}{2}$ to $\frac{3}{4}$ of a truckload remained frozen. The homeowner also indicated that she was trying to arrange for a friend to help her haul the mattresses in the yard to the Transfer Station that weekend. The BOH members requested Ms. Flynn send the homeowner a letter thanking her for the efforts she has made, acknowledging the difficult circumstances with the cold weather, and asking her to update the BOH with her status at the end of February.
- e. Further discussion: 28 Deerfoot Trail- Status of removing rubbish- The Board reviewed the homeowner’s letter of January 4, 2018. Mr. Grossman provided the BOH with photographs taken of the property as it appears today. Mr. Grossman reviewed the health concerns associated with the rubbish in the yard include that some are collecting water which leads to mosquito breeding in warmer weather, some attract and harbor animals, and that the non-plastic items could be developing mold. The BOH members decided that Mr. Grossman will draft a letter confirming that the homeowner is in violation of the Board’s Order to Correct , dated June 26, 2017, stating that

the homeowner's last several correspondences have many factual errors, and that the BOH is reinstating the Order to Correct with a compliance date by the end of February. The members agreed that at the BoH meeting of March 13, 2018 they will discuss whether or not to effectuate legal action.

- f. Offer of receivership services by Alan Hope & company- the BOH members discussed Mr. Hope's review of the BOH minutes concerning certain properties in town and his offer of services. Ms. Flynn reported that she had spoken to Mr. Bragan about Mr. Hope's offer and he indicated he did not see a need for a receiver. The BOH members agreed.
- g. PHEP Region 2's request for scheduling of Facility Set Up Drill: Update- It was agreed that Ms. Flynn will contact the Fire Chief, Police Chief, Department of Public Works Director, and Superintendent of Schools to advise of the chosen date and "snow" date for the drill and to request their or a representative's attendance. It is expected that the drill will last less than 90 minutes.
- h. Update on meeting with Irene Congdon & BOS, including status of briefing document for the BOS regarding SMART- a draft of the briefing document was reviewed and edited. Ms. Levison will revise the document.
- i. Seasonal conversions & local upgrade approval conditions guidance documents: Update- Ms. Flynn advised that the final versions were sent to Ms. Doucet for conversion/to be put on the website.
- j. Review action points from last meeting- The action points from the last meeting were reviewed.

PERMITS- The following permits were signed by the BOH members:

- 201 Bolton Road- Upgrade
- 44 Simon Atherton Rd.- D-box replacement
- 184 Old Littleton Road- Upgrade
- 134 Old Littleton Road- Tank replacement

APPROVAL OF MINUTES-

- December 12, 2017- Draft minutes were reviewed and revised. Ms. Levison moved to accept the minutes as revised; Mr. Philippou seconded. A vote was taken; all were in favor.

ADJOURNMENT- Mr. Philippou moved to adjourn the meeting at 4:28 p.m.; Ms. Levison seconded. A vote was taken; all were in favor.

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

Documents Referenced:

- Agreement between Vinjaya & Grant MacLean and the Department of Public Works, dated 12/26/17
- Mitrano's draft letter to non-compliant customers
- 2018 hauler application package of Republic Services
- 2018 hauler application package of Fiore
- 2018 hauler application package of EL Harvey
- "All-Hazard Checklist" prepared by the Massachusetts Office of Preparedness and Emergency Management
- 2018 Year-to-Date budget report
- "Streets" file for 58 Blanchard Road
- "Streets" file for 28 Deerfoot Trail