

## **BOARD OF HEALTH**

May 03, 2018

Minutes

### **PRESENT**

Chairperson: Tricia Leclair

Vice Chairperson: Kelly McGovern

Member: Vincent Forte, Jr.

Health Agent: Michael Catalano

Minutes Clerk: Tina Griffin

### **CALL TO ORDER**

Ms. Leclair called the meeting to order at 7:30 pm.

### **MINUTES**

Ms. McGovern made a motion to approve the minutes from the April 19, 2018 meeting, as submitted. Mr. Forte seconded and the motion carried.

### **8:00 HARTFORD VILLAGE – PLAN APPROVAL**

Stephen O'Connell from Andrews Survey & Engineering along with Peer Review, Tom Ryder were present at tonight's meeting to discuss the Hartford Village Septic Plan. Mr. Ryder gave some of the specifics about the Presby System that is being used in this design. Mr. O'Connell explained that the Existing 48 units as well as the 18 new units will all be on the new Presby System and that the old system will no longer be used.

Mr. Forte made a motion to approve the septic disposal system plan for Hartford Village for all 66 units. Accepting the Presby System as designed and displayed in the plan.

Amending the revisions from April 12, 2018 and the Andrews Survey Internal Plan L-5200 as designed. His motion was seconded by Ms. McGovern and carried.

### **NEW BUSINESS**

#### **SANBORN HEAD & ASSOCIATES:**

Mr. Catalano discussed the recent Environmental Data and Third Party O&M Inspection reports that he received from Sanborn Head & Associates, for the Maple Street Landfill. Copies of these reports were provided to Board members for review.

#### **55-57 BOX POND DRIVE**

Tom Truong, Manager of the LLC that owns the property at 55-57 Box Pond Drive and Realtor, Evan Collins were present tonight to discuss the septic permit extension request for this property.

Mr. Truong explained the Plan and discussed the issue he was having in finding a company that could install this new septic system.

Mr. Truong stated that he would like to start this project as soon as possible and asked the Board to please accept his plan extension request so that they can move forward.

Mr. Forte made a motion to approve the Permit Extension request for 55-57 Box Pond Drive for 6 months. The request is conditional that if the Conservation Commission requests increases in the setbacks, then Mr. Truong will have to come back before the Board of Health with new plans.

Also, the Water Wells must be tested and having passing results.

His motion was seconded by Ms. McGovern and carried.

#### **BELLINGHAM SMOKE SHOP**

The owners of Bellingham Smoke Shop came into the meeting tonight to ask the Board if they could reorganize their Corporation without affecting their tobacco license. Mr. Catalano advised the owners that this is not a matter for the Board of Health and that he should contact the Tobacco Agent, Marilyn Edge, directly.

#### **FOOD INSPECTORS INSURANCE**

Ms. McGovern discussed the Insurance information that she has been researching for the Food Inspectors. Copies of the Inspectors auto insurance policies, liability insurance and wages were reviewed by the Board.

## **CORRESPONDENCE**

### **FOOD INSPECTOR SCHEDULES**

The Board reviewed the Food Inspectors current schedules and suggested changes. Board Members agreed to have Mr. Catalano contact the Inspectors before making any changes to their current schedules. Mr. Catalano told the Board that he would email the Inspectors to see if they agree with the tentative schedule changes and will report back to the Board with this information.

### **BETTERMENT BALANCE SHEET**

The Betterment Balance sheet was on the agenda for this evening but an updated copy was not provided to the Board members. This discussion will be continued to the next meeting on May 17<sup>th</sup>.

## **HEALTH AGENT UPDATES**

### **EARTH DAY UPDATE**

Mr. Catalano discussed the details of the Earth Day / Clean Up event. This event was a big success with 60 volunteers and over 3 tons of trash picked up.

The Board would like to thank everyone that took time out of their schedules to volunteer and help make this event a success.

Mr. Catalano told the Board that he will be placing "Thank You" notices in the local newspapers.

Also, Letters of Appreciation will be presented to the Businesses and employees that helped clean up the area around their establishments on this day as well.

### **COMPLAINT LOG**

A copy of the updated complaint log was given to all Board members. Mr. Catalano discussed complaints that have come into the Board of Health since the last meeting on April 19<sup>th</sup>.

## **BILLS**

A motion was made by Mr. Forte to pay \$100.00 to Kenneth Lamarre for reimbursement of a Perk test fee. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$220.38 to Home Depot for Earth Day supplies. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$1,100.00 to Mark Bascio for Food Inspections. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$109.50 to Konica Minolta for Copier maintenance fees. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$2,100.00 to William Fisher for Food Inspections. His motion was seconded by Ms. McGovern and carried.

A motion was made by Mr. Forte to pay \$80.00 to Mr. Catalano for Earth Day supplies. Ms. McGovern seconded and the motion carried.

## **PLANS**

The Board reviewed an extension request for the Septic Plan at 22 Susan Lane.

Mr. Forte made a motion to approve the extension of the Septic Plan for 22 Susan Lane until October 2018. Ms. McGovern seconded and the motion carried.

## **ADJOURNMENT**

Ms. McGovern moved to adjourn the meeting at 10:05 pm. Her motion was seconded by Mr. Forte and carried.

Respectfully Submitted,

*Tina M. Griffin*

Tina M. Griffin

**NEXT MEETING IS MAY 17, 2018 AT 7:30 PM  
DOWNSTAIRS**