



## Town of Lancaster- Board of Health

### Meeting Minutes

**March 23, 2023**

**Meeting Start time-** 9:32am, called to order by Chairman Paster

**BOH Members in Attendance:** Jeff Paster- Chair, Denise Hurley, John Farnsworth

**Others in Attendance:** Bill Brookings- NABOH Agent, Samantha Zediker- Admin, Steve Mudgett- Resident, Melinda Apgar- Resident, Lisa Engel-Resident, Jay Moody- Resident

**Documents shared in meeting:**

- 241 Chase Hill Rd- House layout
- 679 George Hill Rd- Letter to homeowner
- 119 Old Common Rd- Geothermal system
- COVID-19 comparative data report
- Agenda- Lunch & Learn list

1. Introduction of Samantha Zediker- new Health and Human Services Intake Coordinator, she will help BOH with several office tasks (i.e., permits, filing, emails/calls, reports)
2. Scheduled Discussion:
  - a. 241 Chase Hill Rd – farm labor housing – Steve Mudgett
    - i. Existing home with attached barn- ZBA approved additional living space for farm labor housing (seasonal housing- 6 month out the of year). H2A seasonal workers- 2 workers will be living in the space.
    - ii. BOH needs to determine if the septic system is adequate for what is being proposed.
      1. House is currently assessed as a 4-bedroom house- 1 bedroom was changed to a laundry room and new bedroom was created in barn housing/business addition.
        - a. 1<sup>st</sup> floor= 1 bedroom, 2<sup>nd</sup> floor= 2 bedrooms, Barn/Farm Housing = 1 bedroom
      2. Deed restriction will be placed on property due to the total number of rooms in the house exceeding the number of rooms that would be allowed by a 4 bedroom system- home shall not be used for greater than 4 bedrooms
    - iii. Title 5 documentation (passed) provided by resident; 1,500-gallon septic tank and 3–50-foot trenches are at the residence.
      1. If a problem occurs down the road, is there space for an additional trench? —resident believes so.
    - iv. BOH concern- number of people living on the property and the septic

systems capacity to ensure the sanity conditions properly meet the guidelines of Title 5 regulations upheld regarding to Title 5

1. Layout pictures provided - system adequate for 4 bedrooms.

v. Outcome: Vote:3 votes to pass motion

1. MOTION: Move that the BOH grants applicants request if resident is willing to put in a 4-bedroom deed restriction on the property
  - a. 4-bedroom deed restriction would stay in place forever, unless a fully compliant system for greater flow is installed that would supersede the deed restriction.

2. Next Steps- Steve Mudgett to reach out to Bill Brookings for additional paperwork for the deed to be recorded and provide BOH with copy of documents.

b. 679 George Hill Road – Frank McPartland variance request – Feb 2023 extension BOH requirement to tie into sewer.

- i. BOH sent letter on 2/28/23 requesting Property owners provide BOH with a specific timeframe/plan to upgrade existing failed system, due to no action on previous deadline of 12/23/2022

- ii. OUTCOME: Further discuss at next meeting as 30-days deadline is up

c. 55 Sylvan Rd – post inspection certified letter resent.

- i. Awaiting response from property owner- 1 green card received for apartment 1.

1. 30-day deadline to either hear from the owner to request a hearing, a request for more time, or a request for an inspection to see that the violations have been corrected

- ii. OUTCOME: Further discuss at next meeting as 30-day deadline is up

d. 119 Old Common Rd proposed geothermal system.

- i. 2 proposed closed loop Bore Holes (drawing/document provided)

1. Bill has no BOH issues; permit can be issued if water department doesn't have any issues.

- ii. OUTCOME: Bill needs to touch based with DEP/Water department for approval on hole placement due to irrigation/well regulations

iii. OUTCOME: Vote:3 approved votes

1. Motion: Move to accept the proposal as submitted with caveat that the water department can weigh in

2. Bill Brookings to reach out to water department.

3. Permits- none to be discussed.

4. Title-5 Inspection Reports

- a. 503 White Pond Road- pass
- b. 195 White Pond Road-pass; well testing needs to be completed.
- c. 71 South Meadow Road- pass
- d. 80 Deershorn Road- conditional pass- needs a distribution box – permit at next meeting.
- e. 174 Ponakin Road- conditional pass- needs a distribution box- permit at next meeting.

- f. 61 Schumacher Road- pass

## 5. Discussion

- a. BOH Functional Impediment – Town Planning Director second attempt to abolish single address file system in Prescott Building by removing BOH files and separating them. Complaint by Jeff to Kate Hodges, her response, and possible next steps
  - i. Further action- Planning board doesn't have authority/jurisdiction over BOH matters, all records need to be held together for any company doing work at said property.
    - 1. OUTCOME: Memorandum to be sent to town administrator and select board summarizing problem, stating the BOH jurisdiction, stating no further interference with the BOH will be tolerated- any and all possible avenues of action would be taken against the town
      - a. John Farnsworth to draft memorandum to present at next meeting.
    - 2. OUTCOME: John would like to contact Cheryl Sabara- to gain insight/detail about the authority and jurisdiction of BOH
    - 3. Address files – confidentiality issues certain types of reports (i.e., unsafe home conditions that require inspections)
  - ii. Resident (Melinda Apgar) comment- is there a training issue- on the importance of how the record system operates, have records that were removed put back and verified?
  - iii. Resident (Lisa Engel) comment- questioning if this was done independently by the town employee or at the direction of another board/committee.
- b. Beaver dam complaint by Steve Harper on McGovern Blvd
  - i. Bill Brookings completed site visit and found improvements after some debris was removed.
  - ii. Jeff Paster to reach out to resident, Mr. Harper to let him know the actions BOH has taken.
- c. Air Sensors update.
  - i. John Farnsworth- grant program coming to an end, air sensor output results and handbook have been emailed to the BOH members.
    - 1. It is being proposed that Lancaster data submitted into Western MA data group to expand reporting.
    - 2. Outcome: John Farnsworth to draft a statement/letter about monitors in town and in the best interest of the town to install air sensors as part of any large project in the future so the data is collected→ send letter to town administrator and selectman board chair for their review/decision
      - a. New air sensors cost around \$250.
- d. Burial permits
  - i. Town Clerk wanted to see if this is a BOH issued permit
    - 1. Bill Brookings- Town Clerk or record keeper typically handle these permits (varies amongst town)

2. John Farnsworth- BOH in the past did sign off on burial permits.
  - a. OUTCOME: Research topic and report back at April meeting
- e. COVID-19 Update
  - i. Chairman Paster email the BOH members the latest case information along with posting in display cases amongst town/community buildings.
    1. Cases are trending down; vaccination rates are still low for the town when compared to surrounding areas. (Chart/table shared)
    2. OUTCOME: COVID-19 case numbers should continue to be tracked and only need to be reported when significance is noted.
6. Lunch and Learn project, next topics.
  - a. Alzheimer's vs Dementia -? NABH, presentation attended by Jeff.
    - i. COA – Alzheimer's Foundation contact – Caitlyn Roy to provide.
      1. This topic has already been done by COA.
  - b. Housing Code changes
  - c. Landlord and tenant obligations
    - i. Suggested by BOH member, topics B & C may no longer fit the need of a Lunch and Learn as they are better defined within the new code
      1. BOH member having a hard time find an engaging speaker for this topic and has forward slide-deck with new information to the BOH members.
        - a. New code to be implemented in April 2023.
  - d. Diabetes and 'Pre-Diabetes' – NABH
    - i. Topic affects large portion of the population.
  - e. Topics suggested at COA meeting 20230306.
    - i. OSHA 101
    - ii. BOH 101
      1. BOH member reminded everyone about the BOH 101 meeting on May 6<sup>th</sup> in Marlborough→ could be a good tool for BOH candidates to attend.
    - iii. Are You Ok program.
    - iv. Vaccinations – Importance of
    - v. Alerts re Dangerous Living Situations
      1. All BOH members agree this topic is important for residents.
    - vi. Panels for some topics including COA members, FD, BOH
    - vii. Care giving- resident suggestion.
      1. OUTCOME: Vote on topics to see what board would like to prioritize and set a calendar
    - viii. Marketing – handouts for Roberta to go door to door at Bigelow Gardens, email blast LCC/COA list, BOH display cases, Library, electronic road signs, FB, websites.
      1. Can reminders from town website about lunch & learns be sent?
7. BOH Annual Report 2022- complete

8. EDS plan meeting and update process and report of call 2/24/2023-
  - a. Jeff has continued work to complete EDS plan for the board to review.
    - i. Working with Region-2
  - b. John Farnsworth has updated contact information in the old EDS plan.
    - i. Rail traffic increasing- who would be contacted in the event of catastrophic accident?
9. Housing Code changes and acquiring new templates, new inspection forms, etc. – John
  - a. BOH member reported no new information from the DPH.
  - b. Copy needed for the file.
10. Transition to new BOH members
  - a. Trainings
  - b. John will turnover on how/where to find information regarding BOH.

**Next meeting date**

- April 27, 2023

**Meeting Adjourn at 11:32am**

Link below for Town of Lancaster Remote Participation Guidelines:

[https://www.ci.lancaster.ma.us/sites/g/files/vyhlif4586/f/uploads/remote\\_participation\\_guidelines\\_2020\\_master.pdf](https://www.ci.lancaster.ma.us/sites/g/files/vyhlif4586/f/uploads/remote_participation_guidelines_2020_master.pdf)

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