



## Town of Lancaster- Board of Health

### Meeting Minutes

**May 25, 2023**

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

**BOH Members in Attendance:** Jeff Paster- Chair, Denise Hurley, Melinda Apgar

**Others in Attendance:** Bill Brookings- NABOH Agent, Samantha Zediker- Admin, Kelly Dolan- Town of Lancaster- HHS, John Farnsworth- resident, Matt Smith- 24 Fuller Ave property owner, Susan Munyon- resident, Peter Goeller- 55 Sylvan Rd property owner

**Documents shared in meeting:**

- 24 Fuller Ave- existing well & proposed well sketch, proof of notification
- 2528 North Main Street, Lot 2- Plans
- 128 Old County Road- Plans
- 679 George Hill Rd- timeline

1. Tribute: John Farnworth
  - a. Tribute acknowledging over 7 years of BOH service entered into the record through Jeff Paster verbally reading
2. Welcome and introduction, new BOH member: Melinda Apgar
  - a. Introduction and intent for becoming a BOH member
    - i. Background in compliance and regulations for pre-clinical work making sure jobs were safe before being tested in clinical trials
3. Hearings:
  - a. 24 Fuller Ave- Well permit- Well failing and replacement required due to running out of water almost daily
    - i. Variance letter and proof of certified mailings- received on 5/5/23
      1. Proof of notification received on 5/24/23- 11 responses, 1 return to sender
    - ii. Septic sketch shows 4 wells within 100 feet of the proposed new well, requiring a variance to Title 5 15.029
      1. Current well is 180 feet deep and new well will be 500 feet deep (located at the end of the driveway)
        - a. 85 feet to the septic at 25 Fuller Ave, 40 feet to the onsite system for 24 Fuller Ave, 80 feet to 28 Fuller Ave, and 95 feet to 75 Beach Ave
      2. Local regulation- less than 50 feet to the property line
        - a. Letter of request shows it is approximately 2 feet from the property line (between 24 & 18 Fuller Ave)

- i. MOTION: To approve variance for the well permit 24 Fuller Ave including the location regulation which is less than 50 feet of the property and Title 5 (15.029)
  - 1. VOTE: Motion carries unanimously
- ii. OUTCOME: Bill Brookings to issue permit

4. Scheduled Discussion:

a. Permits:

- i. 2528 North Main Street, Lot 2
  - 1. New lot being sub-divided from current lot with home on it
    - a. Meets Title 5 and Lancaster BOH regulations
    - b. Most of the property is wetlands as shown in the plans-meeting the requirements for the location of a primary and a reserve area for a new lot
  - 2. Awaiting A&R approval for lot from the planning board
  - 3. MOTION: To approve the plan for 2528 N Main Street, Lot 2 pending the planning board's approval of the lot
    - a. VOTE: Motion carries unanimous
- ii. 128 Old County Road – Upgrade to existing homes septic system
  - 1. Local upgrade requests
    - a. Soil sample- Ground water table too high to complete a perk test- sieve test completed instead. Details used to design the system
    - b. The use of a 3-foot ground water offset vs 4-foot ground water offset
  - 2. MOTION: To approve the upgrade of the septic system at 128 Old County Rd with the 2 local upgrade requests within the criteria and Title 5
    - a. VOTE: Motion carries unanimously
    - b. OUTCOME: Bill Brookings designated to sign permit on BOH behalf

b. Title-5 Inspection Reports:

- i. 209 Neck Rd- Passed
- ii. 493 White Pond Rd- Passed
- iii. 37 Beach Point Rd- Passed
- iv. 520 Blanchflower Ln- Passed
- v. 76 Stagecoach Rd- Passed

c. Discussion:

- i. 679 George Hill Rd- timeline submitted by letter from Dillis & Roy on 5/8/23
  - 1. Timeline within reason- missing duration of work for when construction will be completed
    - a. OUTCOME: Intake coordinator to draft letter to be sent to Frank McPartlan, Dillis & Roy requesting additional detail
    - b. OUTCOME: Dillis & Roy to update the BOH when each step of work is completed
    - c. OUTCOME: Notice to let us know that construction has

begun, once construction has been initiated and an estimate of a completion time

ii. 55 Sylvan Rd- Status update

1. BOH chair expressed concern with the situation having multiple codes violations and dangerous living conditions for the tenants for an extended period of time
  - a. BOH can exercise the right to move forward with housing court or institute our own condemnation proceedings on the property if necessary
2. Apt#1- 7 business days (5/8/23) explanation of work due to BOH- submitted on 4/27/23
  - a. Water heater has been replaced- however no supporting documentation has been provided
  - b. Means of Egress- Unsure if adequate means (1 door out of the basement apartment to the rear yard and the 2<sup>nd</sup> door is in the water heater room which leads to the 2<sup>nd</sup> floor
    - i. Building inspector is required to review/inspect means of egress to see if codes are being met
      1. Meeting was scheduled for 5/19- however property owner did not show up
      2. OUTCOME: Property owner to contact temporary building inspector to set up earliest appointment- inform BOH of when this appointment is
  - c. Plumbing variance submitted- Shower drain
  - d. OUTCOME: For all cited items from NABH report: Email/letter from owner stating date work was or will be completed, how each cited violation is to be remedied, and documentation of work completed. This is expected to be received by the BOH within 48 hours from the property owner
3. Apt #2- EOD (4/27/23) work timeline submitted on 4/27/23
  - a. Cross metering corrected- still waiting on documentation that each unit is on its own meter
  - b. Thermostat work has been started but not completed
    - i. Tenant reporting heat in 2 rooms but he can not control it (temperature)
  - c. Window replacement ordered- according to property owner
  - d. Removal of mattress in yard has been completed
  - e. OUTCOME: For all cited items from NABH report: Email/letter from owner stating date work was or will be completed, how each cited violation is to be remedied, and documentation of work completed. This is expected to be received by the BOH within 48 hours from the property owner

iii. 45 Bigelow Gardens- inspection on 5/5/23 form Bill Brookings

1. Inspection report- mold (front entry door, around some windows), water damage, toilet leaks, kitchen sink area leaks, some

windowsills and door frames need paint as they are down to the raw wood (Weather stripping not in good conditions- front & rear door)

- a. Certified mail letter card received
      - i. 6/24/23 response from property owner
  - iv. Air Sensors update
    - 1. Response from Pioneer Valley Health Air on how to send back the sensors to become part of their program
    - 2. Status of air sensor collection for send back- All sensors accounted for and will be sent by 6/7/23
      - a. OUTCOME: Intake Coordinator to check with the Pioneer Valley Network on reporting details from our sensors and other surrounding towns that participate
    - 3. Determine criteria on where they are installed throughout town
      - a. Mapping out where the sensors are placed to ensure they are reporting on all areas of the town
- 5. Annual reorganization of BOH
  - a. BOH requirement:
    - i. Chairperson
      - 1. MOTION: To approve Jeff Paster as Chairperson of the Lancaster BOH
        - a. VOTE: Motion carried unanimously
    - ii. Member
      - 1. Melinda Apgar
    - iii. Clerk
      - 1. MOTION: To vote to approve Denise Hurley as Clerk of the Lancaster BOH
        - a. VOTE: Motion carried unanimously
- 6. Lunch and Learn project- Calendar
  - a. Mosquitos – designed for seniors (June 9<sup>th</sup> from 12p- 2pm)
    - i. Central Mass Mosquito town wide spraying details
  - b. Diabetes & Pre-Diabetes- Tamara Bedard- NABH- Asking for dates in July
    - i. OUTCOME: Intake Coordinator to reach out to Tamara to see what dates work best for her
  - c. Poison Center- Senuggun Lee- reached out and haven't heard back
    - i. OUTCOME: Kelly Dolan to reach out to contact
  - d. Alerts: Dangerous Living- presenter needed
- 7. EDS plan update
  - a. PHEP (Public Health Emergency Planning) R2 (Region 2)
    - i. OUTOCME: Intake Coordinator to forward Melinda the plan to review
    - ii. Sign off from BOH members by 6/7/23
- 8. Open Meeting Law review- details sent from Town Clerk

- a. Chairman read the General Law for meeting minutes requirements:
  - i. Notice of meetings (agenda) to be posted at least 48 business hours before the meeting
    - 1. Town Clerk is responsible for posting the agenda
    - 2. All notices and agendas must be submitted in PDF only
    - 3. Notice must contain:
      - a. Date, time, location of the meeting, all topics of anticipated discussion
  - b. By law BOH members are not allowed to deliberate about BOH topics outside of a meeting

9. Region 2 PHEP/DPH WebEOC HHAN Alerts-will discuss at next meeting

10. Missing Meeting Minutes

- a. August 2020- (August 5, August 19) Draft minutes not complete in file
- b. December 2020- (December 16) Draft minutes not complete in file
- c. March 2021- (March 11, March 15)
- d. April 2021 (April 8, April 22)
- e. May 2021 (May 13)
- f. June 2021 (June 10 (Meeting Minutes-6 Document) , June 24)
- g. August 2021 (August 6, August 12 (Meeting Minutes- 4 Documents)
- h. September 2021 (September 20, September 23)
  - i. OUTCOME: Intake Coordinator and BOH chair to review all minute drafts and finalize for posting

11. Document/Forms for updating

- a. Portable Septic
  - i. Fee currently set a \$10 for 1-10 units/ per year, \$100 for units 11+/per year (Fee Schedule can be displayed on screen)
  - ii. OUTCOME: BOH Chairman and Intake Coordinator to draft a new fee schedule
- b. Application details do not match permit details- will discuss at next meeting

## **Lancaster Board of Health**

### **Portable Septic Fee Schedule**

Coverage	Fee	Requirements/Restrictions
Residential	\$5/year	
Commercial - 1 to 10 units	\$15/year	
Commercial - 11-100 units	\$100/year	Not to exceed 15 units/event
Commercial – 101+ per year	\$600/year	An installation/de-installation schedule must accompany the permit application and the LBOH must be notified when the units are installed.

\*An exception may be requested to the Board for installations exceeding the unit count.

- i. Dumpster-
  1. Application details do not match permit details- will discuss at next meeting
10. Additional business that the Chair did not reasonably anticipate being discussed.

**Next proposed meeting date → June 22, 2023-** approved by all BOH members

### **Minutes → Approval minutes of April 27, 2023-**

MOTION: Vote to approve April 27, 2023 meeting minutes

VOTE: Unanimous for approval

### **11:22am Adjourn**

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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