



## TOWN OF LANCASTER BOARD OF HEALTH

Thursday, June 22, 2023, at 9:30am

### Meeting Minutes

**Meeting Start time-** 9:43am, 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,  
Olivia Ripa (1<sup>st</sup> meeting)

#### Documents shared in meeting:

- 1241 North Main Street- Map
- 679 George Hill Rd- Email communication
- 45 Bigelow Gardens- Letter
- 724 Old Union Turnpike Rd- Drawing & NABH Letter

#### Scheduled Discussion:

##### 1. Permits:

- a. 1241 North Main Street- upgrade permit
  - i. 3-foot ground water offset
    - 1. Replacing cess pool, on town water
  - ii. Local regulations- minimize grading/ 1,500 gallon- 3 stone & pipe trenches
    - 1. State Regulations- 4-foot offset ground water table
  - iii. **MOTION:** To approve the upgrade permit for a 3-foot ground water offset to be installed at 1241 North Main Street.
    - 1. **VOTE:** Motion carries unanimously
    - 2. **OUTCOME:** Bill Brookings to issue permit
- b. 80 Deershorn Rd- Distribution box
  - i. **MOTION:** To approve the permit for a Distribution box replacement at 80 Deershorn Rd
    - 1. **VOTE:** Motion carries unanimously
    - 2. **OUTCOME:** Bill Brookings to issue permit

##### 2. Title-5 Inspection Reports:

- a. 20 Hunter Lane- Passed
- b. 11 Lee Street- Passed
- c. 1361 Main Street- Passed
- d. 445 South Meadow Road- Passed
- e. 30/32 Meditation Lane- Passed
- f. 46/46 Meditation Lane- Conditional pass- needs a distribution box upgrade
- g. 66/70 Meditation Lane- Passed
- h. 79/81 Meditation Lane- Passed
- i. 82/84 Meditation Lane- Passed

3. Discussion:

a. 679 George Hill Rd

- i. Frank McPartlan has spoken to the owner who is looking at 3 designs and their cost.
  1. Plan was due to Lancaster BOH on 6/14/23
  2. Variance hearing will be needed
- ii. Violation of Title 5- 5 years (code allows use of failed system if there is an enforceable agreement)
- iii. Letter to be sent that the property is in violation of Title 5- concerned that LBOH still does not have a approved design plan and LBOH expects the variance request letter within 5 days. Once this is received a permit application will need to follow. —(Mail certified – 5 days starts from date it was received/signed for)
  1. If no response from certified letter- invite owner to next meeting to address issues

b. 55 Sylvan Rd, Status update

- i. Apt#1- Egress issues- pending Building Inspector visit
    1. Communicate to town administrator – problem with tenant property
      - a. **OUTCOME:** Samantha to email TA request for a priority appointment
  - ii. Apt #2- Heat/thermostat still an issue- baseboards getting heat has stopped/ however 3 out of 5 rooms get heat.
    1. Per Whitney Brothers- no easy way to do this, potential install of mini splits in 1 unit to fix heating issue.
      - a. Bill will communicate the following with Peter, property owner- The LBPH would like a plan to resolve the heating issue by contracting with a company to:
        - i. Fix the problem in the next 10 days
        - ii. Know when the work is going to start
        - iii. How long it is going to take.
        - iv. Otherwise a special BOH meeting will be scheduled through the following steps:
          1. A special meeting will be scheduled for the property owner to present himself and why he is unable/unwilling to fix the problem in unit 2—A Certified letter from BOH will be sent.
            - a. If no response/communication to the board, a discussion about housing court and condonation will be scheduled
            - b. **OUTCOME:** Bill and Samantha to draft letter for Jeff's approval to send
- c. 45 Bigelow Gardens- inspection on 5/5/23 from Bill Brookings
  - i. Letter received from Lancaster Housing Authority- all issues are resolved, except window replacement which is scheduled for early July
  - ii. Tenant called on 6/21/23 about additional mold found
    1. Reinspection to occur after new window is installed
      - a. **OUTCOME:** Bill to reach out to Wanda about when window

- will be installed
- b. **OUTCOME:** Bill to reach out to tenant about new findings

**Meeting restarted on 6/22/23 at 10:27am (2<sup>nd</sup> Zoom Link)**

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

**Others in Attendance:** Bill Brookings- NABOH Agent, Samantha Zediker- Admin,  
Susan Munyon (2<sup>nd</sup> meeting)

- d. 724 Old Union Turnpike Rd- Well variance- No water
  - i. **MOTION:** to approve the new well with a variance that was requested of 25 feet vs. 50 feet for 724 Old Union Turnpike Road
    - 1. **VOTE:** Motion carries unanimously
    - 2. **OUTCOME:** Bill to draft letter to be sent to resident approving variance
- 4. Lunch and Learn project- Calendar
  - a. Diabetes & Pre-Diabetes- Alicia Lepardo- NABH
    - i. Wednesday, July 26, 10am – 12pm
    - ii. **OUTCOME:** Samantha to make flyer
      - 1. Post in display cases, email to Jeff & Kelly to distribute
  - b. Poison Center
    - i. Common household dangers, how to avoid/address potential poison situations
    - ii. **OUTCOME:** Samantha to research a presenter for this presentation
  - c. Alerts: Dangerous Living
    - i. What's dangerous living, how to avoid
    - ii. **OUTCOME:** Samantha to check with Cailin for more details about this topic
  - d. Additional topics needed to continue these sessions
    - i. Free Medical tags/ confidence of independent living
    - ii. Blood Drive
      - 1. **OUTCOME:** Samantha to check with Kelly to see if this is something to collaborate on
- 5. Flu Clinic- October
  - a. Sponsored by the town and partner with Rite Rid Pharmacy (Head Pharmacist- Alicia)
  - b. Health & Wellness fair in addition to the clinic
    - i. Vendors from local area attend, including:
      - 1. Rehab nursing
      - 2. Rest home
      - 3. Health care organizations
      - 4. Blood pressure
      - 5. PT evaluation (risk for falling)
      - 6. Bone density
      - 7. Insurance companies
    - ii. **OUTCOME:** Denise to reach out to Kelly to see if this can be a collaboration
      - 1. Wednesday or Thursday 1pm – 5pm or 2pm – 6pm
        - a. **OUTCOME:** Denise to reach out to NABH (Tamara) to get a date and then check with Rite Aid (Alicia)
        - b. **OUTCOME:** Jeff to share past Wellness Fair details with Denise

2. Location: LCC or College Church
    - a. LCC→ access, logistics, and parking issues
    - b. College Church→ all one level with easy handicap access
6. EDS plan approval
  - a. Sign off needed from Denise Hurley & Melinda Apgar approving that the plan as written is sufficient
  - b. Sign off needed from Kelly Dolan, Chief Moody, Chief Hanson (Emergency Preparedness group)
7. EDS Trailer Update/Tour/Inventory
  - a. EDS Trailer visit was successful- reorganized content and took a full inventory
    - i. Updated inventory list needs to be placed in the trailer
  - b. Plan for old town hall storage room inventory and trailer re-visit/cleaning
    - i. July 12<sup>th</sup> or July 19<sup>th</sup>
8. Region 2 PHEP/DPH WebEOC HHAN Alerts
  - a. Board members to read emails forwarded from above resources by Jeff
    - i. BOH members can also subscribe to these organizations to receive commutation on their own as well
9. PHEP Region 2 Process and Documents
  - a. Jeff notifies board members when details come up (purchasing opportunities/funding)
    - i. Transfer chair and additional equipment approved in last round of funding
      1. OUTCOME: Jeff will notify the board when items come in and determine storage location
10. Document/Forms for updating
  - i. Portable Septic
    1. Fee currently set a \$10 for 1-10 units/ per year, \$100 for units 11+/per year \
    2. Application details do not match permit details

## **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.

- ii. Dumpster-
  - 1. Application details do not match permit details
- 11. Additional business that the Chair did not reasonably anticipate being discussed.
  - a. Air sensor update
    - i. Sensors sent early June → Samantha heard from the network they have been received and it will be 4-6 weeks before return of sensors
    - ii. OUTCOME: Melinda to work on mapping out where sensors should be placed
      - 1. Have TA vet list of placement
      - 2. OUTCOME: Samantha to get Melinda a map of Lancaster for placement visuals

**Next proposed meeting date → July 27, 2023 at 9:30am**

**Minutes → Approval minutes of May 25, 2023 meeting**

MOTION: Vote to approve May 25, 2023 meeting minutes

VOTE: Unanimous for approval

**11:45am 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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