



TOWN OF WESTMINSTER
11 South Street
WESTMINSTER, MASSACHUSETTS 01473
(978) 874-7409 • Fax (978) 874-7460
BOARD OF HEALTH

MINUTES FOR JULY 15, 2015 BOH MEETING

Board of Health Members in Attendance: Edward Simoncini Chairman; Dr. Michael Popik; Health Agent Wibby Swedberg; Administrative Assistant Joyce Lucander; Joshua Hall, Westminister DPW; Steve Wallace, Town Planner; Karen Murphy, Town Administrator; Dan Bartkus, Westminister Woods Subdivision; Joe Serio & Gary McDonald, Westminister Cracker Festival; Town Resident Cindy Vincent.

4:30 p.m. Ed announced that the meeting was open and was being recorded by Joyce.

4:30 p.m. Minutes from July 1st were approved and signed by the Board. Voucher for MAHB 2016 Membership Dues was approved and signed.

4:35 p.m. Joshua Hall discussed with the Board the reports on the Town Water supply. The Board asked questions regarding the lead testing on the Consumer Confidence Certification Report. Joshua explained that the sample bottles with the sampling instructions are left at certain residences for homeowners to take samples first thing in the morning after not using any water overnight. DPW picks the sample bottles up and takes them to the lab. The homeowners are informed if the lead levels are high.

The water in the schools is sampled every 3 years. If a violation were found over EPA guidelines for drinking water then the water would be tested every year prior to the start of the school year. One sample is taken in the kitchen & one in the bathroom. With the schools shut down during the summer months the water should be run before the start up to get things flowing. The Boards concern was that a protocol should be in place to do this.

The Board had a concern regarding the watershed area of Meeting House Pond on West Princeton Road being so close to a residential area. Fitchburg was supposed to put up a fence to protect the water supply. Joshua will follow up on this. Joshua will work with Wibby to make sure she has all the information on an emergency response plan for the town's public water supply.

Karen Murphy, the Town Administrator, discussed the job description changes for the Health Department staff. Karen told the Board that the town did receive a grant to pay for the consultant. He was supposed to take the current job descriptions and put them all into the same format. He was rewriting job descriptions to be compliant with the American Disability Act. Ed discussed that under Mass General Laws the Board of Health hires the Health Agent for the town and the town funds the pay. The wording for the Supervision of the Health Agent in the revised job description was a concern. Ed would like Wibby to meet in the future with Julie Belliveau, the Personnel Administrator, & Karen to work on the wording together to bring back to the Board.

5:04 p.m. Kent Oldfield, 185 South Ashburnham Road was not present for the meeting.

5:05 p.m. Dan Bartkus, Stephen Wallace, discussion of potential cluster subdivision with common septic systems for the Woods of Westminister. Dan asked the Board about having a shared system for the subdivision. He said the lots were too small to provide both a well and septic. The Board of Health has a prohibition on shared/common systems in their regulations, Section 245-8. The Board had approved a Nitrogen Aggregation Plan for 125 lots at the Woods of Westminister with individual wells and septic systems on December 2, 2009. Wibby told Dan that she had a letter from DEP dated September 23, 2011 stating that The Woods of Westminister had withdrawn their application for the Nitrogen Aggregation Permit.



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Dan asked how Brookside Farms got their approval for a common septic system. The Board will find out the time table on Brookside Farms. Steve Wallace shared that in 2007 the Planning Dept. had approved a plan for 141 lots with septic & well after the Public Works had denied tying in to town sewer. He will get Wibby a copy of this for a Minutes attachment. The Board will do research and Dan will attend the second meeting in August.

5:43 p.m. Joe Serio and Gary McDonald met with the Board to discuss food vendor fees for the Westminister Cracker Festival, October 24. The Board of Health Temporary Food Permit fee is \$45 for an event. Joe was concerned that the \$45 fee would deter food vendors as the festival is already charging a \$25 to \$50 booth fee. Joe explained that this came out of meeting with the Economic Development Committee. He felt they would fit the non-profit status and asked for a reduction in the temporary permit fees. He said they are using money earned at the Festival to pay for town needs such as beautification of the downtown including plantings, benches, and seasonal decorations. Other options discussed were for the BOH to waive the fees for the first year, for the Board to charge a smaller fee for pre-packaged food vendors, for the Board to charge the full \$45 fee per vendor. The Board will discuss this at a later meeting which gives Board members time to weigh the options.

The Board will take the fee structure under advisement and asked Rita to come to a future meeting with a menu of suggested fees for various styles of festivals.

6:12 p.m. 191 State Road West, Wyman's Auto, septic plan for tight tank. Wibby showed the Board the plan with the following variance/local upgrade for approval requests.

1. Min. allowable gallons per day (gpd) for design for service station. Required 450 gpd, proposed 400 gpd. 310 CMR 15.230(3)
2. Septic tank set back from building wall, required 10 feet, proposed 3 feet. CMR 15.211(1)
3. Septic tank setback from well, required 50 feet, proposed 38 feet 310 CMR 15.211(1)
4. Proposed tight tank use 310 310 CMR 15.260

The Board members were all in favor of the variances requested.

Agent Update:

1. The Board approved 2 bids for the installation of the septic system for the Septic Loan program applicant # 3. They were only able to obtain 2 bids.
2. The Board also approved Applicant #4 & #5 for the Septic Loan program.
3. 35 Woodland Drive: the Board discussed the soil evaluation done without a BOH agent present. Wibby had spoken with Arthur Allen who was hired by Richard Gonzales to do the deep hole test. The Board's request to have an agent present during the soil evaluation/deep hole as required by Title 5 Regulations, had not been followed. The Board asked Wibby to write an order letter for another deep hole test to be done with Wibby and Bernie Sullivan present. Ed will come to the office to sign this order letter for 35 Woodland Drive when Wibby has it ready.

6:20 p.m. Kent Oldfield, 185 South Ashburnham Road, septic system tight tank. Wibby told the Board Kent had texted he was not available to come to the meeting. The Board asked that all notes not pertaining to this particular plan be removed from the plan and an original dated signature of the engineer approving the plan be added. The Board was in favor of the plan with the requested changes.

Continue Agent Update:

4. Wibby will give the Selectmen the quarterly report of what has been going on from April through June.
5. Budget: at the end of the fiscal year we still had a small amount of money left in the Expenses Section. The staff has really held the line on spending so we were able to cover the \$792.72 fee for the police detail at the Public Hearing.



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6. Wibby has been going door to door along South Road & Hill Road with a letter signed by her & Bob Maki regarding soap suds in Wyman's Pond asking the residents to contact us if they are aware of the source of suds. It wreaks havoc on the health of the pond and is a violation of the State Environmental Code, Title 5.

6:35p.m. Ed made the motion to adjourn. Dr. Popik seconded the motion. Meeting Adjourned. All were in favor.

6:35 p.m. Meeting adjourned.

Edward Simoncini

Dr. Michael Popik

Peter Munro

Edward Simoncini, Chairman

Dr. Michael Popik

Peter Munro

Minutes were signed by Board members on 9/2/2015 Original signatures on file in BOH office.

Attachments:

Selectmen's Quarterly Report April through June 2015

Approved Septic Loan program Applicant's #'s 3, 4, 5

Management Report 6/30/2015

Consumer Confidence report certification 5/19/2015

185 South Ashburnham Road Septic plan

191 State Road West Septic plan