

Chairperson Lynne Marchetti and Marlene Sanders, present.
David Driscoll arrived at 7:00 pm.
Health Agent Elaine Wozny present.

Ms. Marchetti called the meeting to order at 6:42 pm, March 13, 2008, at the TOHP Burnham Public Library, 30 Martin Street, Essex.

Board of Health Minutes

February 28, 2008: Ms. Sanders made a motion for the Board to approve minutes, as written, for February 28, 2008. Ms. Marchetti seconded the motion. **Vote: All in favor.**

Bills Payable

#309, \$770.62: Ms. Marchetti entertained a motion for the Board to sign bills payable, #309, in the amount of \$770.62. Ms. Sanders so moved. **Vote: All in favor.**

2008 Permit Renewals

Food Service Establishment Permit: Ms. Marchetti entertained a motion for the Board to sign the following food service establishment permits; #29, First Universalist Church, 55 Main Street, with a request to waive late fees, and #30, The Shop at Woodman's, 119 Main Street, whose permit will not be issued until after an acceptable pre-opening inspection is complete. Ms. Sanders so moved. **Vote: All in favor.**

Stable / Keeping of Animal's Permit: Ms. Marchetti entertained a motion for the Board to sign a stable / keeping of animal's permit #35, David Driscoll, 145 Western Avenue. Ms Sanders so moved. **Vote: All in favor.**

Disposal Works Installers Permit: Ms. Marchetti entertained a motion for the Board to sign a disposal works installer's permit #34 for Brett Ramsey, Farm Creek Construction, Inc. Ms. Sanders so moved. **Vote: All in favor.**

Inspection Report Reviews

1 Noah's Hill Lane, Tyler, Map 10, Lot 20A: Ms. Marchetti entertained a motion that the Board sign and send a letter to Tyler that the Board is in agreement with inspector James Titus, that the septic system for the garage apartment at 1 Noah's Hill Lane, Map 10, Lot 20A, has passed the Title 5 inspection performed on 1/29/08 . Ms. Sanders so moved. **Vote: All in favor.**

Septic System Design Plan Review

38 Wood Drive, Johnson, Map 4, Lot 84: Ms. Marchetti entertained the motion for the Board to disapprove the septic system design plan for Johnson, 38 Wood Drive, Map 4, Lot 84 for the thirteen reasons listed in the Health Agent's report of 3/13/08. Ms. Sanders so moved. **Vote: All in favor.**

40, 46 Choate Street, Guerin, Map 16, Lots 17A & 17B: Ms. Marchetti entertained a motion for the Board to table the septic system design by John Judd, dated 1/21/08 and revised 3/3/08, for 40, 46 Choate Street, Map 16, Lots 17A & 17B until payment and proof of legal property lines are received. Ms. Sanders so moved. **Vote: All in favor.**

72 Belcher Street, Schylling, Map 17, Lot 1: Ms. Marchetti entertained a motion for the Board to approve Gateway Consultants, Inc., septic system design plan, dated 9/11/07, with a final revision date of 11/29/08 for Schylling, 72 Belcher Street, Map 17, Lot 1. Ms. Sanders so moved. **Vote: All in favor.**

Building Permit Applications & Occupancy Permits

1 Noah's Hill Lane, Map 10, Lot 20A: Ms. Marchetti entertained a motion for the Board to have Ms. Wozny retroactively endorse Tyler's building permit application, dated 11/15/07, to remove an old wall, add new wall to create a room out of garage bay at 1 Noah's Hill Lane, Map 10, Lot 20A. Ms. Sanders so moved. **Vote: All in favor.**

5 Ralston Drive, Guldemond, Map 19, Lot 107: Ms. Marchetti entertained a motion for the Board to have Ms. Wozny endorse Guldemond's building permit application, dated 3/13/08, to remove existing deck and construct a two story addition at 5 Ralston Drive, Map 19, Lot 107. Ms. Sanders so moved. **Vote: All in favor.**

21 Gregory Island Road, Decker-Lucke, Map 4, Lot 73: Ms. Marchetti entertained a motion for the board to have Ms. Wozny endorse Decker-Lucke's building permit application, dated 3/12/08, to remodel kitchen and bathroom, both with the same basic layout, at 21 Gregory Island Road, Map 4, Lot 73. Ms. Sanders so moved. **Vote: All in favor.**

Complaints

27 Forest Avenue, Hunt, Map 34, Lot 83: After receiving a complaint on this property regarding trash accumulation that blows onto a neighbor's property, Ms. Wozny inspected and took pictures of the excessive trash accumulation at 27 Forest Avenue. Dr. Driscoll made a motion for the Board to sign and send an enforcement order, as written by Ms. Wozny, to Hunt at 27 Forest Street, Map 34, Lot 83 mandating removal of trash within seven days of receipt of this order.

Other Issues

Elaine Wozny, Leave Use Notification: Ms. Marchetti entertained the motion for the Board to endorse Ms. Wozny’s Leave Use Notification form for 1.5 hours of vacation time on 3/7/08. Ms. Sanders so moved. **Vote: All in favor.**

TFE Application Forms: As a result of the joint BOH/BOS/Chamber of Commerce meeting regarding the Clam Fest & further discussion by the Board, Ms. Wozny has been investigating how area communities handle TFE’s. Ipswich and Gloucester TFE’s, both nearly identical forms based on the FDA application, and checklist guides for distribution with the application were presented for Board review. Large events in both communities, as in Essex, involve an event coordinator, either an entity heading the event or a fraternal organization or community business participating in it, who spearheads the event and acts as a go-between for the organization and the BOH. Both Gloucester and Ipswich have a 30 day application deadline, with applications received and accepted after the deadline, most being received along with a firm participant list, at least two weeks prior to the event date. Both communities work with individual participants, but neither office makes calls to chase down tardy TFE participant applications for the event coordinator. Discussions are on-going with the Chamber, representatives of which will attend the next BOH meeting scheduled for 3/27/08. Continued Board discussion on the drop dead cut off date and late fees in regards to TFE applications, as well as possible modifications to the form and checklist.

Tracking of Housing, Food Service, and Other Miscellaneous Board Issues

Lewis’ Restaurant Public Well: Ms. Marchetti entertained a motion for the Board to sign and send a letter to Kathy & John Broderick of Lewis’ Restaurant, asking them to consider meeting with the Board, preferably with a PE or RS to represent him, at one of the next two BOH meetings, 3/27 & 4/10, to discuss the issue of the septic components being too close to the well. Title 5 mandates that one of the following occurs: the septic be moved, a public sewer connection be made, a variance be given or a tight tank be installed. This meeting will give the Board an opportunity to explain the issue to and to discuss options with the Broderick’s before proceeding with an enforcement order.

Meeting Adjourned: 8:50 pm

Next BOH meeting: 3/27/08

Prepared by _____
Ann White

Attested by _____
Marlene Sanders, Board of Health Clerk