

T.O.H.P. Burnham Public Library, 30 Martin Street, Essex, MA

Ms. Martha Mazzarino, Clerk, and Ms. Allison Roderick Papps, Member, present. Ms. Elaine Wozny, Administrator, and Ms. Ann White, Administrative Clerk, present. Dr. David Driscoll, Chair and Medical Director, arrived at 7:05 pm.

6:40 pm: Ms. Mazzarino opened the meeting and announced that the meeting was being recorded. Ms. Mazzarino acted as Chair until the arrival of Dr. Driscoll.

- **Appointments**

Board of Health Administrator Interviews: 7:15, Roberta Cody, 7:35, David Greenbaum & 7:55, Erin Kirchner

- **Minutes**

July 9, 2015: Ms. Mazzarino entertained a motion for the Board to approve the minutes, as written, for July 9, 2015. Ms. Papps so moved. **Vote: All in Favor.**

**Minutes are available for review in the BOH office or on line at [www.essexma.org](http://www.essexma.org)**

- **Bills Payable**

#510, \$85.00: Ms. Papps made a motion for the Board to sign bills payable #510 in the amount of \$85.00. Ms. Mazzarino seconded the motion. **Vote: All in Favor.**

**Bills Payable are available for review in the Accountant's office.**

- **Inspection Reports**

4 Pine Ridge Road, Peterson, Map 147 (5), Lot 026 (1F): Ms. Mazzarino entertained a motion for the Board to sign and send a letter to Peterson, 4 Pine Ridge Road, stating that the Board is in agreement with the determination of inspector George Norris, that the Title 5 inspection performed on June 18, 2015 revealed a conditional pass for the system, due to a leaking septic tank that must be replaced. Ms. Papps so moved. **Vote: All in Favor.**

8 Town Farm Road, Oosterman, Map 110 (19), Lot 013 (37): Ms. Mazzarino entertained a motion for the Board to sign and send a letter to Oosterman, 8 Town Farm Road, stating that the Board is in agreement with the determination of inspector John Duncan, that this system passed the Title 5 inspection performed on July 13, 2015. Ms. Papps so moved. **Vote: All in Favor.**

24 Apple Street, Rodier, Map 006 (33), Lot 142 (22): Ms. Mazzarino entertained a motion for the Board to sign and send a letter to Rodier, 24 Apple Street, stating that the Board is in agreement with the determination of inspector Daniel Johnson, that this system passed the Title 5 inspection performed on July 2, 2015. Ms. Papps so moved.

234 John Wise Avenue, Cutter, Map 105 (21), Lot 019 (6): Dr. Driscoll entertained a motion for the Board to have Ms. Wozny draft, sign and send a letter to Cutter, 234 John Wise Avenue, stating that the Board of Health has received and reviewed the report for the Title 5 Inspection performed on July 10, 2015 by Jonathan Granz. The owner of this property should be aware that the system has not received normal flow for over six months prior to the inspection. The

owner should also be aware that BOH conditions stated in the 2-14-13 letter (attached to the letter) are still in existence. A full year of quarterly inspections of this system during normal operation has not yet been performed. Because of this, upon reoperation of the establishment, quarterly inspection of the system is still required for the first year of continuous operation, with inspections every six months thereafter for as long as the Essex Board of Health feels they are needed. Ms. Mazzarino so moved. **Vote: All in Favor.**

***Title 5 reports are available for review in the Board of Health office.***

- **Septic Plan Reviews**

101 Conomo Point Road, Mayer, Map 108 (19), Lot 084 (102), Retroactive LUA: Ms. Mazzarino entertained a motion for the Board to retroactively approve the LUA for 101 Conomo Point Road for a reduction in setback from the property line from the 10' required to 8' provided. Ms. Papps so moved. **Vote: All in Favor.**

8 Sumac Drive, Erhard, Map 110 (19), Lot 005 (17): Ms. Mazzarino entertained a motion for the Board to disapprove the septic system design plan for Erhard, 8 Sumac Road for the 9 reasons listed in the Agent's Report. Ms. Papps so moved. **Vote: All in Favor.**

19 Soginese Road (54 Spring Street), Spence, Map 112 (18), Lot 008 (2): Ms. Papps made a motion for the Board not to accept this plan, for Spence, 19 Soginese Road, for review by the Board because it is a construction plan, not a septic system design plan. Ms. Mazzarino seconded the motion. **Vote: All in Favor.**

11 Haskell Court, Gertsch, Map 137 (15), Lot 028 (3): Ms. Mazzarino entertained a motion for the Board to have Ms. Wozny approve the plan for Gertsch, 11 Haskell Court, prior to the next meeting if all necessary changes are adequately made. Ms. Papps so moved. **Vote: All in Favor.**

***Septic System Design plans are available for review in the Board of Health office.***

- **Building Permit Applications**

153 Eastern Avenue, Roberts, Map 138 (15), Lot 020 (44): Ms. Mazzarino entertained a motion for the Board to have Ms. Wozny endorse Roberts' building permit application, dated 3-10-15, for 153 Eastern Avenue, to demo existing 1 car detached garage and build a new detached 2<sup>nd</sup> dwelling. Ms. Papps so moved. **Vote: All in Favor.**

***Building Permit Applications are available for review in the Building Inspector's office.***

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

Ms. Wozny, Leave Use Authorization: Ms. Papps made a motion for the Board to approve Ms. Wozny's leave use authorization, as written. Ms. Mazzarino so moved. **Vote: All in Favor.**

Camp Permit #6, MA Audubon Essex Explorers, 82 Eastern Avenue: Ms. Papps made a motion for the Board to sign camp permit #6 for MA Audubon, 82 Eastern Avenue. Ms. Mazzarino so moved. **Vote: All in Favor.**

- **Items that could not be reasonably anticipated by the Chairman within 48 hours of meeting**

TFE Permit #31, Classic Cooks, Essex Farmers Market: Ms. Papps made a motion for the Board to sign TFE permit #31 for Classic Cooks, Essex Farmers Market, Saturdays only. Ms. Mazzarino seconded the motion. **Vote: All in Favor.**

- **Board of Health Administrator Position**

Discussion, Administrator Pay Range: Dr. Driscoll entertained a motion for the Board to approve the pay range for the Board of Health Administrator new hire from \$56,000 to the current \$76,200. Ms. Mazzarino so moved. **Vote: All in Favor.**

Discussion, Administrator Interviews: Dr. Driscoll entertained a motion for the Board to send a letter to Erin Kirchner offering her the position of Board of Health Administrator at a salary of \$65,000 per year. Start date to be determined. Dr. Driscoll will stop by the BOH office to sign the letter on Friday morning. Ms. Mazzarino so moved. **Vote: All in Favor.**

Dr. Driscoll closed the meeting at 8:40 pm

**Next BOH meeting: 8-13-15**

Prepared by \_\_\_\_\_  
Ann White

Attested by \_\_\_\_\_  
Martha Mazzarino