

Office of the  
**BOARD OF HEALTH**  
272 Main Street  
Townsend, Massachusetts 01469

James Le'Cuyer, *Chairman*  
Office (978) 597-1713

Linda Johansen, *Vice-Chairman*

Michelle Dold, *Clerk*  
Fax (978) 597-8135

**BOARD OF HEALTH MEETING MINUTES**  
**April 1, 2019 - 600PM**  
**Meeting Room 2**

**1. PRELIMINARIES:**

- 1.1 The meeting was called to order at 6:04pm Roll Call: Chairman James Le'Cuyer, Vice-Chair Linda Johansen (LJ), Clerk Michelle Dold (MD) (absent), Rick Metcalf (RM) (absent) and Carla Hitzenbuhler (CH) were all present.
- 1.2 2.2, 2.4 and 3.2 were deleted from the Agenda.

**2 APPOINTMENTS/HEARINGS:**

**2.1 5 Turnpike Road Apt 200 – Housing Hearing**

A MOTION was made by LJ and 2<sup>nd</sup> by JL to open the hearing at 6:05pm. Voting 2/0 MOTION passed.

Discussion took place regarding the apartment's sanitary code issues and who was living in the apartment. A MOTION was made by LJ and 2<sup>nd</sup> by JL to have Rick Metcalf perform another inspection the week of April 22<sup>nd</sup>, and to have all code violations complete by April 29, 2019. Applicant agreed MOTION passes 2/0.

A MOTION was made by LJ and 2<sup>nd</sup> by JL to continue the hearing to 4/29/19. Voting 2/0 MOTION passes. Hearing continued at 6:18pm.

**2.2 DELETED**

**2.3 Meadow Road – Lot 3 New Construction**

No variances requested design is in full compliance. A MOTION was made by LJ and 2<sup>nd</sup> by JL to approve the septic design for Lot 3 Meadow Road. Voting 2/0 MOTION passes.

**2.4 DELETED**

**2.5 Accessory Bylaw Apartment Discussion**

Current 5 day timeline appears to be an allowance for the Board of Health to supplement their report after the ABA hearing. This timeframe may not work with the Board of Health's schedule. If the Board wants RM to do the reviews 5 days will be adequate. RM needs clarification how the Board of Health will review these proposals and the comments will differ based on that decision. *RM will sign and submit copy to the board Jfj*

**2.6 Mandatory Referral 187 and 199 North End Road**

The Board offered no comment as they do not have anything to do with the Board of Health.

**2.7 Mandatory Referral 31 Adams Road**

The Board offered no comment as they do not have anything to do with the Board of Health.

**2.8 January 2019 Transfer Sales Report**

Three (3) properties were transferred with a Title 5, well report, or both. Letters are going out requesting the information.

**2.9 Outstanding Items**

**2.9.1 Fees for Title 5 Reports**

CW and RM met with Town Council and are working to draft a section to include in the current regulations

**2.9.2 Performance Evaluation Update – no update**

**2.9.3 MRPC Program Income Update – no update**

**2.9.4 122 South Row Road**

Town Counsel has filed for an administrative search warrant and we are waiting judgement from the court.

**2.9.5 Kiosk Needle Grant Update – no update**

**2.9.6 Recycling Center debris update – still working on getting quotes**

**3. WORK SESSION**

**3.1 Invoices and Minutes of January were approved as submitted.**

**3.2 DELETED**

**3.3 Recycling Bylaw and Town Meeting warrant**

The Board needs to decide the effect date of repeal if the Recycling Bylaw does not pass. Continued to 4/27/19 meeting.

**3.4 Earth Day Update**

The Board approved the purchase of grabbers for the town wide clean-up.

**4. A MOTION to adjourn the meeting at 7:20pm JL, LJ 2<sup>nd</sup> approve 2/0.**

**Respectfully Submitted:**

*Rinda*  
Board Member

Date

5/20/19



# TOWNSEND BOARD OF HEALTH

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## BOARD OF HEALTH AGENDA

Monday, April 1st, 2019

Meeting Room 2 at 6:00 p.m.

*- 200ish childhood  
nervous - not best reader*

### 1. PRELIMINARIES:

- 1.1 Roll Call - *Carla - comments - knowledgeable*
- 1.2 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 hours in Advance of the Meeting
  - 1.2.1 Styrofoam at Hawthorne Brook

### 2. APPOINTMENT / HEARINGS

- 2.1 5 Turnpike Road Apt 220 Housing Update
- 2.2 Septic Permits
- 2.3 Meadow Road Lot 3 - New Construction
- 2.4 ~~Guidance Email Spotlight - Discussion on email deliberations~~
- 2.5 ~~Accessory Apartment Bylaw Discussion~~
- 2.6 Mandatory Referral: 187 and 199 North End Road increase of Open Space
- 2.7 Mandatory Referral: 31 Adams Road - Appeal of Building Commissioner Light Fixture
- 2.8 January 2019 Transfer/Sales Report
- 2.9 Outstanding Items:
  - a. Fees for Title 5 Inspections Update
  - b. Performance Evaluation Update - Pending Town Administrator update
  - c. MRPC Program Income Update - Pending Recording at Registry of Deeds
  - d. 122 South Row Road Update
  - e. Kiosk Needle Grant Update
  - f. Recycling Center Debris Update

### 3. WORK SESSION

- 3.1 Invoices and Minutes of January 2019
- 3.2 Townsend Board of Health Facebook Page *4/2 7pm*
- 3.3 ~~Recycling Bylaw Update and Town Meeting Warrant (invitation to BOS Meeting)~~
- 3.4 Earth Day Update - *Grabbers?*
- 3.5 Future Agenda Items:
  - a.) Micro-blading Regulation TBD, Security Cameras at the Recycling Center TBD, HIPA Update (4/29/19)
- 3.6 Adjournment



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**BOARD OF HEALTH MEETING MINUTES**  
**April 8, 2019 - 600PM**  
**Meeting Room 2**

**1. PRELIMINARIES:**

- 1.1 The meeting was called to order at 6:04pm Roll Call: Chairman James Le'Cuyer, Vice-Chair Linda Johansen (LJ), Clerk Michelle Dold (MD), Rick Metcalf (RM) and Carla Hitzenbuhler (CH) were all present.
- 1.2 2.6 added Haynes Road Debris

**2 APPOINTMENTS/HEARINGS:**

- 2.1 **28 Mason Road – Local Upgrade Approval**  
House is to be razed and new house will be relocated further back from road. It will remain a 2 bedroom home but requires a local upgrade approval for a 1<sup>st</sup> groundwater reduction.  
**A MOTION was made by LJ and 2<sup>nd</sup> by MD to approve the local variance and septic design for 28 Mason Road. Voting 3/0 MOTION passed.**
- 2.2 **30 Emery Road – Dbox replacement**  
**A MOTION was made by MD and 2<sup>nd</sup> by LJ to approve the Dbox replacement for 30 Emery Road. Voting 3/0 MOTION passed.**
- 2.3 **50 Emery Road – Tank and Box replacement**  
**A MOTION was made by MD and 2<sup>nd</sup> by LJ to approve the replacement of the tank and Dbox at 50 Emery Road. Voting 3/0 MOTION passed.**
- 2.4 **TEO Recycling Center Request**  
Debris had been left at the TEO property no longer needed for the fire victims at Pine Ridge apartments. **A MOTION was made by LJ and 2<sup>nd</sup> by MD to approve removal of debris to the Center at no charge up to \$100. Voting 3/0 MOTION passes.**
- 2.5 **Mandatory Referral: Planning Board marijuana's 7 types of establishments**  
The Board offered no comment.
- 2.6 **Haynes Road Debris**  
Clerk MD informed the Board there is an area on Haynes Road that is becoming a dumping ground. CW stated she would let the Townsend clean-up crew know the area needed cleaning. They scheduled the Littering Regulations for May 28<sup>th</sup>, 2019. The Board discussed purchasing signs but need to wait until regulations are in place.
- 2.7 **Outstanding Items**
  - 2.7.1 **MRPC Update** – documents are waiting for courier to bring to Registry of Deeds
  - 2.7.2 **Performance Evaluation Update** – pending Chairman's review to Town Administrator
  - 2.7.3 **122 South Row Road** – no update



2.7.4 **Kiosk Needle Grant Update**

2.7.4.1 Vice Chair LJ requested names of grants that are being worked on

2.7.5 **5 Turnpike Road Apt 220** – moving forward RM is working with the case worker.

3. **WORK SESSION**

3.1 **Invoices** were approved as submitted. The Board forwarded a note to Accounting asking for the Town Administrator to delegate the appropriate fund to cover the unappropriated funds for the Nashoba Associated Board of Health (NBOH) FY19 budget.

3.2 **Earth Day Update/Recycling Committee Search** – ongoing

3.3 **Grant Information**

The Board discussed the need for a dishwasher at the elementary school and a grant that could give \$30,000 for that purpose. CW will work with the Business Manager to see if they will want to apply for the grant.

4. A MOTION to adjourn the meeting at 7:15pm MD, LJ 2<sup>nd</sup> approve 3/0.

Respectfully Submitted:

*Junda Johansen* Date 5/20/19  
Board Member



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**BOARD OF HEALTH AGENDA**  
**Monday, April 8th, 2019**  
**Meeting Room 2 at 6:00 p.m.**

1. PRELIMINARIES:

1.1 Roll Call

1.2 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 hours in Advance of the Meeting

2. APPOINTMENT / HEARINGS

2.1 28 Mason Road – Local Upgrade Approval

2.2 30 Emery Road – Dbox Replacement

2.3 50 Emery Road – Tank and Dbox Replacement

2.4 Recycling Center Debris (TEO)

2.5 Planning Board Referral: Marijuana's seven (7) types of establishments

2.6 Outstanding Items:

a. MRPC Program Income – Update

b. Performance Evaluation Update – Pending Chairman

c. 122 South Row Road Update – Pending Court Date

d. Needle Grant Update – Pending June Announcement

e. 5 Turnpike Road Apt 220 Housing Update – April 29, 2019

*Hayes Rd debris*

*- 10 med  
of  
grants*

3. WORK SESSION

3.1 Invoices (NBOH Update)

3.2 Earth Day Update/Recycling Committee Search

3.3 Grant Information (Hawthorne Brook)

3.4 Future Agenda Items:

a.) Micro-blading Regulation TBD, Security Cameras at the Recycling Center TBD, HIPA Update (4/29/19)  
Title 5 Public Hearing (4/29/19)

Adjournment

*130 H update  
how far what  
can we talk  
about  
minute  
after*

47

1

1



**2.9 4 American Way – New Construction**

System is in full compliance. A MOTION was made by LJ and 2<sup>nd</sup> by CN to approve the septic permit for 4 American Way. Voting 2/0 MOTION carries.

**2.10 5 Maple Street – Septic Upgrade**

This is a two family house with a failed system. It requires a local variance for a reduction of groundwater to 1ft. A MOTION was made by CN and 2<sup>nd</sup> by LJ to approve the septic upgrade for 5 Maple Street. Voting 2/0 MOTION carries.

**2.11 Security System and Telephone Upgrade at the Recycling Center**

CW reported IT Management quotes \$500/year for equipment upgrades and yearly cost to have an internet system to use for a debit card system.

**2.12 Outstanding Items**

2.12.1 **5 Turnpike Road Apt 220** – Owners are still trying to get the apartment in order with the housing violations. A MOTION was made by LJ and 2<sup>nd</sup> by CN to modify the original order to 5/13/19. Voting 2/0 MOTION passes.

2.12.2 **MRPC Program Income Update** – no update

2.12.3 **Recycling Center Compost and Wood Pile Discussion**

Don Massacco the Tree Warden for the Town appeared before the Board to discuss the beetle that was found on Old City Road and the process for monitoring.

2.12.4 **Barclay-Geil Seed Grant for Kiosk Needle Disposal** – no update

**3. WORK SESSION**

3.1 Invoices and Minutes were approved as submitted.

4. A MOTION to adjourn the meeting at 8:34pm CN, LJ 2<sup>nd</sup> approve 2/0.

Respectfully Submitted:

  
Board Member

Date

5/20/19

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**BOARD OF HEALTH MEETING MINUTES**  
**April 29, 2019 - 600PM**  
**Meeting Room 2**

**1. PRELIMINARIES:**

- 1.1 The meeting was called to order at 6:04pm Roll Call: Chairman James Le'Cuyer (JL) (left at 645pm), Vice-Chair Linda Johansen (LJ), Christopher Nocella (CN), Rick Metcalf (RM) and Carla Hitzenbuhler (CH) were all present.
- 1.2 Agenda item 2.12(e) was deleted.

**2 APPOINTMENTS/HEARINGS:**

**2.1 Election of Officers**

A MOTION was made by LJ and 2<sup>nd</sup> by CN to elect Linda Johansen (LJ) as Chairman, James Le'Cuyer (JL) as Vice-Chairman and Christopher Nocella (CN) as Clerk.

Voting 2/1 MOTION passed.

**2.2 HIPPA Discussion with Town Council**

Town Council representative Attorney Katherine M. Feodoroff, Mead, Talerman & Costa, LLC appeared before the Board to give them details on what they should and should not be communicating through emails and public hearings.

**2.3 Recycling Committee Appointments with Town Council**

The Board discussed the fact that the Recycling Bylaw is in the code book which means the Board will have to repeal the current Recycling Bylaw except subsections 1 and C so it retains the committee under the bylaw. They also would like to see five members on the Committee including alternates.

**2.4 Public Hearing for Title 5 Regulations**

The hearing was opened at 7:18pm. CW, Town Council and RM had reviewed the regulations and added Section 21.4. A MOTION was made by LJ and 2<sup>nd</sup> by JL to continue the hearing.

Voting 3/0 MOTION carries.

**2.5 Plastic Bag Warrant Article with Andrew Shepherd**

The Board met with Andrew to discuss his warrant article that gives the Town Administrator the regulating authority over the plastic bag ban proposed in Townsend.

**2.6 Mandatory Referral: Zoning Pine Ridge Rebuilding Building from Fire**

The Board commented that the bedroom count cannot change in the re-build.

**2.7 Mandatory Referral: Zoning 100 Barker Hill Road setback from Variance request**

The Board offered no comment and agreed with the setback.

**2.8 62 Pierce Road – Building Sewer Permit**

The system is tying into the existing system. A MOTION was made by LJ and 2<sup>nd</sup> by CN to approve the permit for 62 Pierce Road. Voting 2/0 MOTION passes.



## TOWNSEND BOARD OF HEALTH

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### BOARD OF HEALTH AGENDA

Monday, April 29th, 2019

Meeting Room 2 at 6:00 p.m.

#### 1. PRELIMINARIES:

- ~~1.1~~ Roll Call
- ~~1.2~~ Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 hours in Advance of the Meeting

#### 2. APPOINTMENT / HEARINGS

- ~~2.1~~ Election of Officers
- ~~2.2~~ HIPPA Discussion with Town Council
- ~~2.3~~ Recycling Committee Appointment Discussion with Town Council
- ~~2.4~~ Public Hearing Title 5 Regulations **630pm 5/13 HTS**
- ~~2.5~~ Andrew Shepherd – Warrant Article on Plastic Bags Discussion
- ~~2.6~~ Warrant Repeal with Town Council – forming a plan
- ~~2.7~~ Mandatory Referral: Zoning Pine Ridge Rebuild Building from Fire
- ~~2.8~~ Mandatory Referral: Zoning 100 Barker Hill Road Setback from Variance request
- ~~2.9~~ 62 Pierce Road – Building Sewer Permit
- ~~2.10~~ Lot 7 American Way – New Construction
- ~~2.11~~ 5 Maple Street – Septic Upgrade
- ~~2.12~~ Security Cameras and Telephone Upgrade at the Recycling Center
- ~~2.13~~ Outstanding Items:
  - ~~2.13.1~~ 5 Turnpike Road Apt 220 Housing Update
  - ~~2.13.2~~ MRPC Program Income Update
  - ~~2.13.3~~ 122 South Row Road Update
  - ~~2.13.4~~ Recycling Center Compost and Wood Pile Update
  - ~~2.13.5~~ Performance Evaluation Update Discussion
  - ~~2.13.6~~ Barclay Giel Seed Grant for Kiosk Needle Disposal (due in June).

#### 3. WORK SESSION

- 3.1 Invoices and Minutes of February and March 2019 (signing of Hauler regulations adopted 2/11/19)
- 3.2 Future Agenda Items:
  - 5/28 C6 PH**
  - a.) Littering (5/13), EDS Plan (5/13), Landfill Closure (5/13) Holiday Monday, May 27<sup>th</sup> CH vacation request 5/22-5/29
- 3.3 Adjournment

