

TOWN OF HARWICH



BOARD OF HEALTH

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TOWN OF HARWICH BOARD OF HEALTH  
TUESDAY, JULY 10, 2018-6:30 P.M.  
HARWICH TOWN HALL – SMALL HEARING ROOM  
MINUTES

**BOARD OF HEALTH MEMBERS PRESENT:** Vice Chairman Frank Boyle, Member Cynthia Bayerl & Member Matthew Cushing M.D.

**BOARD OF HEALTH MEMBERS ABSENT:** Chairwoman Pamela Howell, R.N.

**STAFF MEMBERS PRESENT:** Health Director Meggan Eldredge & Executive Assistant Jennifer Clarke

**OTHERS PRESENT:** Selectman Larry Ballantine, James Hudson, Justin Brackett & Matt Kelly

*Recording & Taping Notification: As required by law, the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the Chair.*

**I CALL TO ORDER**

Vice Chairman Boyle called the meeting to order at 6:30 p.m.

**II REORGANIZATION OF THE BOARD OF HEALTH**

**Motion made by Dr. Cushing to continue the reorganization of the Board of Health until the August 14, 2018 meeting. Ms. Bayerl seconded the motion. 3-0-0 Unanimous.**

**III MINUTES OF PREVIOUS MEETING (Regular Meeting Minutes) – June 12, 2018**

There was no quorum to vote on the minutes as Ms. Bayerl was not present at the June meeting and Ms. Howell is absent this evening. The minutes will be reviewed at the August 14, 2018 Board of Health meeting.

**IV 6:30-7:00 PM - BOARD OF HEALTH WORK SESSION**

**A. Review of FY19 VNA Contract**

Mr. Boyle opened the discussion.

Health Director Eldredge stated that the FY19 contract is similar to previous years and outlined what is included in the contract. The VNA has raised their rates for the first time in 7 years. Health Director Eldredge will follow up with the VNA as to what their rates were last year vs. this year.

Mr. Boyle closed the discussion.

**Motion made by Ms. Bayerl to accept the FY19 VNA Contract as written and forward the contract to the Board of Selectmen for their review and approval. Dr. Cushing seconded the motion. 3-0-0 Unanimous.**

**V 7:00 PM -OLD/UNFINISHED BUSINESS**

Board of Health-June 12, 2018

No old/unfinished business was discussed.

## **VI NEW BUSINESS**

### **A. Hearing-Hudson, 52 Ridgeport Drive-Request to Modify Testing Requirements of I/A Septic System**

Mr. Boyle opened the hearing.

James Hudson was present and reviewed his request to modify testing requirements of the I/A septic system located at 52 Ridgeport Drive. The system's testing is costing him anywhere between \$1200.00 and \$1600.00 per year and is currently tested 4 times per year.

Mr. Boyle closed the hearing.

Health Director Eldredge stated that the dwelling is used 9 months a year and sampling history shows compliance in 2017, 2017 & 2018 with quarterly inspections and semi-annual sampling. She recommends approval of the request to reduce inspections from 4 down to 2 and a reduction in the number of parameters sampled from 7 down to 5 with the following conditions:

1. System to be inspected by a certified wastewater operator semi-annually.
2. System to be effluent sampled once per year for pH, TSS, BOD, nitrates and TKN.
3. A time-run meter shall be installed and data submitted to the Health Department yearly.
4. System to be under contract with a certified wastewater operator at all times.

**Motion made by Ms. Bayerl to accept the recommendation of the Health Director. Dr. Cushing seconded the motion. 3-0-0 Unanimous.**

### **B. Hearing-Ember- Request to Modify Seasonal Seating Plan**

Mr. Boyle opened the hearing.

Matthew Kelly & Justin Brackett were present. Mr. Brackett is requesting a review of the offset seating plan for Ember. He has submitted 4 different seating plans; summer lunch inside, summer lunch outside, summer dinner & winter.

Mr. Boyle closed the hearing.

Health Director Eldredge reviewed the different plans that were submitted. Ember is allowed to have 99 full service seats. Mr. Brackett stated that they store extra seats in the basement of the building so that they cannot be used. Health Director Eldredge added that her concern is how the summer lunch plans would be enforced. Mr. Brackett responded that generally the weather is consistent so that summer lunch would either be all located inside or outside.

Health Director Eldredge recommended approval of the winter seating and summer dinner seating plans. She added that the summer lunch seating plans need to be more concrete and less weather dependent, and that the final summer lunch seating plans will be formalized at staff level this week.

**Motion made by Dr. Cushing to accept the recommendation of the Health Director. Ms. Bayerl seconded the motion. 3-0-0 Unanimous.**

## **VII REPORT OF THE HEALTH DIRECTOR (June 2018)**

### **Week Ending June 2, 2018**

- Our Summer Beach Sampler made a visit to Harwich this week and was accompanied by staff to each beach to indicate the location of water testing. We are fortunate to have the help of Barnstable County to assist us in this requirement. She begins collecting samples from all public and semi-public beaches next week. This week staff collected samples.

- Attended an emergency management tabletop exercise along with other departments.
- Met with TA and wastewater commissioner regarding CWMP needs. There is a need to address fertilizer management in the town. I have done some research regarding regulations in other towns.
- Prepared agenda for upcoming BOH meeting and began site summaries.

#### **Week Ending June 9, 2018**

- Attended the Wastewater Support Committee meeting. Drafted a letter that will be sent to property owners in Phase II alerting them of what they need to plan for. The wastewater support committee would like this letter to address the timeline and contacts for key staff that can assist with the process.
- Our MDPH intern began here project this week. She has come up with some great ideas for healthy living initiatives. She would like to engage farmers market vendors to start taking SNAP cards for low income families to access healthy fresh food. She would like to start a weekly blog/social media posting to share healthy recipes, recreation opportunities and tips to prevent chronic illness. She would also like to attend the town nurse's weekly walk in clinic and provide helpful information on healthy living.
- The Barnstable County Summer Sanitarian began this week. She will assist with food service and swimming pool inspections.

#### **Week Ending June 16, 2018**

- Attended the monthly meeting of the Board of Health. Groundwater Protection Regulations were approved as amended. Discussion regarding Code Compliance and Health involvement took place-BOH members do not want to stretch staff too thin.
- Responded to the Fourth Quarter Emergency Operations Drill.
- Drafted a letter for the Wastewater Support Committee to send to Phase II residents.
- Staff developed a "Rat Brochure" we have been getting an influx of rodent complaints and this brochure should be helpful to residents. It outlines prevention and recognition of an infestation.

#### **Week Ending June 23, 2018**

- Attended the monthly meeting between Harwich and Chatham regarding sewer construction coordination.
- We have finalized the list of properties along the town line and are working on locations for pumping stations.
- Attended the community development meeting, we worked on year end budget clean up. And made suggestions for how to better operate the community development budget next year.
- Letters went out to all Phase II residents regarding the timeline for sewerage and what they should expect in the next three years. We have received many phone calls and emails as a result. Our DPH intern continues to make progress with the healthy living project. She has been in contact with the Town Nurse and they have scheduled a monthly seminar series for Lauren to attend during the walk-in clinic. Lauren will be discussing chronic health issues as they relate to diet and exercise, blood pressure and cholesterol. This is a start to public outreach to residents to improve daily healthy habits.

#### **Week Ending June 30, 2018**

- Reviewed a HACCP plan for Perks to begin serving raw shellfish and raw tuna. This specialized process requires a detailed plan to identify hazards and critical control point that are specific to the type of food and the kitchen. A variance is not required, however staff will review and inspect the plan prior to approval.
- Had a conference call with the emergency planner. Fourth quarter deliverables were completed including a quarterly call down drill and updating of personnel rosters. I will begin updating the COOP-continuity of operations plan-for next quarter.
- Met with the owner of Ember to discuss an outdoor seating plan. The plan approved in May of 2017 has not been sufficient for them and they would like to amend it.
- Staff has been working on updating our website. We want to streamline the links and make information easier to find. Information on bats/mosquitos/ticks has been updated along with sewer information.
- Attended the Community Development meeting. Discussed potential development of a parcel of land off of Queen Anne Road. Also discussed CD budget.
- Prepared year end budget numbers.
- Attended the quarterly meeting of the Health Agent's Coalition. Discussion items included the revisions to the Lead Law as well as an information session on Poison Control.

Real Estate Transfer Inspection Reports: 37+/-  
 Food Inspections: 31+/-  
 Septic System Permits: 25+/-  
 Certificates of Compliance: 11+/-  
 Final Septic Inspections: 20+/-  
 Building Permit Reviews: 36+/-  
 Complaint Inspections: 18+/-  
 Consultations: 13+/-  
 Pool Inspections: 3+/-  
 Interdepartmental Referrals: 12+/-

**VIII      CORRESPONDENCE**

No correspondence was discussed.

**IX        PERMITS**

ESTABLISHMENT	ADDRESS	TYPE
<b>FOOD SERVICE</b>		
Cape Life Gifts (2018 Renewal)	337 Route 28	Retail: <50 sq. ft. (non PHF only)
Elixir Confections (2018 Renewal)		Event Permit
Harwich Athletic Association (2018 Renewal)	75 Oak Street	Take Out
<b>Pleasant Lake Farm (2018 New)</b>	<b>2 Birch Drive</b>	<b>Retail: &lt;600 sq. ft. (not primary business)</b>
Salt Block Food Truck (2018 Renewal)		Mobile Food Service
Wicked Good Kettle Corn (2018 Renewal)		Event Permit
<b>TITLE 5 INSPECTOR</b>		
<b>David D. Flaherty, R.S. (2018 New)</b>		
<b>Kanayo Lala (2018 New)</b>		
<b>SEPTIC HAULER</b>		
Waste Water Services (2018 Renewal)		
<b>POOL</b>		
Cape Cod Wishing Well Motel (2018 Renewal)	212 Route 28	
<b>SEPTIC INSTALLER</b>		
Cape Excavating Service (2018 Renewal)		
<b>FUNERAL DIRECTOR</b>		
Doane, Beal & Ames Funeral Home (2018 Renewal)		

**Motion made by Mr. Cushing to approve the permits as per the list dated July 11, 2018. Ms. Bayerl seconded the motion. 3-0-0 Unanimous.**

**X        OTHER**

No other items were discussed.

**XI        ADJOURN -The meeting adjourned at 7:38 p.m.**

**Motion made by Dr. Cushing to adjourn. Ms. Bayerl seconded the motion. 3-0-0 Unanimous.**

**Submittals of the meeting are part of the permanent record.**

**Respectfully Submitted,**

**Next meeting is Tuesday, August 14, 2018 at 6:30 p.m. in the Small Hearing Room.**

Documents included in July 10, 2018 Board of Health Meeting Packet:

- Board of Health Agenda dated July 10, 2018
- Draft Board of Health Minutes dated June 12, 2018
- Copy of Visiting Nurse Association FY19 Contract dated June 26, 2018
- Site Summary for 52 Ridgeport Drive dated July 1, 2018
- Letter to owner of 52 Ridgeport Drive dated June 19, 2018
- Letter of Health Department from 52 Ridgeport Drive dated June 16, 2018
- Copies of various I/A System Sample Reports for 52 Ridgeport Drive
- Site Summary for Ember Restaurant dated July 1, 2018
- Copies of various floor plan scenarios for Ember Restaurant
- Request for Departmental Input for Ember Restaurant dated June 14, 2018
- Copies of various photos of seating at Ember Restaurant dated June 14, 2018
- Health Director Weekly Reports for Weeks Ending June 2, 2018, June 9, 2018, June 16, 2018, June 23, 2018 & June 30, 2018
- Various Correspondence
- Any other documents submitted at the July 10, 2018 Board of Health Meeting