

TOWN OF HARWICH



BOARD OF HEALTH
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**Town of Harwich Board of Health
Monday, November 7, 2016-6:30 PM
TOWN HALL – SMALL HEARING ROOM
MINUTES**

BOARD OF HEALTH MEMBERS PRESENT: Chairman Dr. Robert Insley, Vice Chairman Pamela Howell, R.N., Members Frank Boyle & Cynthia Bayerl

STAFF MEMBERS PRESENT: Health Director Paula Champagne, Senior Health Inspector Meggan Tierney & Administrative Assistant Jennifer Clarke

OTHERS PRESENT:

I CALL TO ORDER

At 6:35 p.m., Chairman Insley called the meeting to order.

II MINUTES OF PREVIOUS MEETING (Regular Meeting Minutes) – 10/24/2016

Motion made by Ms. Bayerl and seconded by Mr. Boyle to accept the regular meeting minutes of the October 24, 2016 Board of Health meeting. 4-0-0 Unanimous.

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

Health Director Champagne informed the Board that they will be meeting with the Board of Selectmen on Monday, December 5, 2016 at 6:30 p.m.

IV 7:00- OLD/UNFINISHED BUSINESS

A. Hearing- Seaside Holdings LLC, 975 Route 28, Map 34 Parcel Z5, Environmental Impact Review for a site plan/special permit in Zone II. Seaside Holdings LLC proposal to convert an existing structure to an office with an apartment. Plan prepared by Clark Engineering, LLC. (Continued from 10/24/2016)

Chairman Insley opened the hearing. David Clark from Clark Engineering LLC was present. Since the last meeting, Mr. Clark has submitted revised nitrogen loading calculations, revised floor plans a revised impact statement. The second floor apartment has been changed from a one bedroom to a two bedroom. The office space will include the 1st floor and additionally the basement. No hazardous materials above residential quantities will be stored on the property. Catch basins and a leach pit will be installed to handle storm water run-off. Chairman Insley closed the hearing.

Health Director Champagne reported that this is a re-development of an existing property and recommended that the Board favorably consider the proposed re-development with the following conditions:

1. The project as proposed is for a 2 bedroom apartment and 1760 sq. ft. of commercial space on a 17,758 sq. ft. lot.
2. Development and use of the lot will be in conformance with the Hydrogeologic Impact Report Nitrogen Loading Calculation revised 10/31/2016.
3. This approval letter is to be recorded at the Barnstable County Registry of Deeds.

Mr. Boyle moved to accept the recommendation of the Health Director. Ms. Howell seconded the motion. 4-0-0 Unanimous.

V NEW BUSINESS

A. Hearing-Daks, 18 Harbor Way, to consider a variance request to replace a sewage disposal system prepared by J.M. O'Reilly & Associates, Inc.

Variations from 310 CMR 15.211(1) (Minimum Setbacks)

1. Per 310 CMR 15.405: To allow a proposed soil absorption system (Northern) to be 12' from the foundation wall where 20' is required. Variance request of 8'.
2. Per 310 CMR 15.405: To allow a proposed soil absorption system (Southern) to be 10' from the foundation wall where 20' is required. Variance request of 10'.
3. Per 310 CMR 15.405: To allow a proposed soil absorption system to be 39' from the top of coastal bank where 50' is required. Variance request of 11'.
4. Per 310 CMR 15.405: To allow a proposed soil absorption system (Northern) to be 5' from the property line where 10' is required. Variance request of 5'.
5. Per 310 CMR 15.405: To allow a proposed soil absorption system (Southern) to be 2' from the property line where 10' is required. Variance request of 8'.

Variance from 310 CMR 15.252 (Separation Distances)

6. To allow the distance between adjacent fields to be 1' where 10' is required. Variance request of 9'.

Variations from Harwich Board of Health Regulations

7. To allow a proposed soil absorption system (Northern) to be 39' from the coastal bank where 100' is required. Variance request of 61'.
8. To allow a proposed soil absorption system (Southern) to be 57' from the coastal bank where 100' is required. Variance request of 43'.
9. To allow a proposed septic tank to be 57' from the coastal bank where 100' is required. Variance request of 43'.

Chairman Insley re-opened the hearing from October 24, 2016. Health Director Champagne reported that the applicant has withdrawn their original application dated September 19, 2016, and recommended that the Board close the hearing. This is an existing 4 bedroom home served by a cesspool that transferred title 12-18 months ago, which triggered the septic system upgrade.

Mr. Boyle moved to close the hearing of the October 24, 2016. Ms. Howell seconded the motion. 4-0-0 Unanimous.

Chairman Insley opened the hearing. John O'Reilly from J.M. O'Reilly & Associates was present. Robert Reedy from J.M. O'Reilly & Associates was present in the audience. The abutters have been notified regarding the updated variances and plan. No groundwater was encountered during the test holes. The applicant feels that they have utilized the most beneficial area of the property with maximum distances to the resource areas. The project has received approval from the Conservation Commission. They are not proposing any expansion to the dwelling. Chairman Insley closed the hearing.

Health Director Champagne recommended approval of the project with the following conditions:

1. The dwelling shall be restricted to a total of 4 bedrooms per the plan dated September 19, 2016, revised October 19, 2016 prepared by J.M. O'Reilly & Associates, Inc. No increase in number of bedrooms, flow or square footage.
2. This approval letter shall be recorded at the Barnstable Land Court.

Mr. Boyle moved to accept the recommendation of the Health Director. Ms. Bayerl seconded the motion. 4-0-0 Unanimous.

VI REPORT OF THE HEALTH DIRECTOR (October)

- Projects-

- Accela Permitting Software Implementation- The month was spent *seriously* spreading the word to the public – gaining accessibility on the web pages; public training; announcement fliers; recording training videos; speaking to target groups
 - Web page news -1- there is a new page devoted to Community Development- this is a running list of all on line permitting features and links to the various departments 2-a new 'button' has been added to the departments pages "on line services" that will link to the Accela public portal.
 - Target Audience Training-10-18-2016- Senior Health Inspector and Health Director delivered a 45 minute training session to the Harwich Realtors. The response was very, very enthusiastic. This was the realization of the vision come full circle for the Health Director. From the very beginning, this group was seen as a very important user audience. They are the most frequent group of people to our office doing research and attempting to track permits. We hope they will be enthusiastic users and spread the word.
 - 10-11-16- Follow up letter sent to the September training attendees- "thanks, and we are here to help" (only one company utilizing the system thus far to send files to us electronically)
 - 10-24-2016-A repeat of the initial orientation and training for commercial users scheduled. This seminar invitation audience was expanded to include applicants for other departments- Conservation Commission and Building. Despite widespread marketing, there were no respondents and at the last minute we cancelled. There was going to be a taping of the program, however, we have made voice over training videos and absence an active audience with Q & A, there was little point in taping.
 - Voice over training demonstrations. We have made 3 training videos and have them posted on the web pages.- Introduction to Accela and how to use the research and permit tracking feature; How to log in the system ,set up an account and use the invoice cloud payment system; and , filing simple applications/permits with or without attachments. Used in conjunction with the downloadable step-by-step manual, it should provide enough information for most to attempt and learn individually.

Use of the system by the public for permit filing has been slow. Despite our continual over the counter education with our key users of the office, it has yet to be embraced. Feedback has ranged from "Great", to "I have no intention of using this", to "I'll try to tackle it when I have some time", to "You offer training at inconvenient times" (both sessions have been at 4PM to try to get out of the rush of the workday).

- Assistant Conservation Agent Search – Health Director was asked to be part of a 3 person team to review applications and assist in interviews for the newly created part-time position in the Conservation Department. Eighteen applications were reviewed with four interviewees. Two finalists were brought back for additional questions and a skills test. Thank-you to Amy Usowski for requesting our input.
- Offices on the move again!! With new faces and pending reorganization of the administrative staff, a few offices were moved to realign staff and programs. No changes to Health technical staff at this time. There are major changes in the works for the administrative staff which was just being made

public at months end. Amy Usowski and I have expressed our deep concerns and disappointment at the outcome of the study as our department will be heavily affected by the proposal.

- Employee Wellness- annual employee flu clinic conducted 10-17-2016. We again reduced costs to bare minimum by utilizing our Harwich Medical Corp Volunteer Nurses, Town Nurse staff and Barnstable County Public Health Nurse Deidre Arvidson. We inoculated 118 people and purchased a small amount of vaccine for the Town Nurse to conduct the in-home visits. Very successful and much appreciated by the employees. We now purchase the vaccine through the county and utilize Deidre's medical oversight to hold the clinic- medical training; purchase power; standing physician's orders. This is a wonderful cooperative effort between the Health Department, County Health and Town Nurse/COA. The Health Department will coordinate all of the insurance forms and file for reimbursement to allow this program to be self-funding.
- **Food Service Program**-
 - *Harwich Mariners Concession Stand*- the group is proposing to add permanent facilities for spectator bathrooms. The calculations were included in the septic system design when the kitchen was built, so no additional design work will be necessary.
 - *Resilient Family Farms*- Adams Family Slaughterhouse was the subject of a federal recall of product covering numerous dates in July and August. Product from the Harwich farm was listed in the ledgers of the slaughterhouse and subject to recall. A federal Inspector contacted us and we accompanied them on a recall inspection following through to inventory and paperwork to account for all products being removed for consumption.
 - *Hurricane Matthew prep*-given the early tracking and predictions of the storm we were preparing our office and staff for emergency management with food facilities
- **RET's/ Sewage permit review – outstanding issues**
 - *10 Wychmere Harbor Drive*- RET- fully finished basement including 2 bedrooms w/out permits. Return to compliance completed- *Resolved*
 - *66 Uncle Venie's Rd*- RET- fully finished basement including bedrooms w/out permits – walk-thru clarified a misrepresentation of the floor plans-*resolved*
 - *Habitat for Humanity*- representatives met with Community Development to review the subdivision proposal for 93-97 Route 28 West Harwich. This is a 40B filing so the comprehensive permit rules will apply- this streamlines the process for the applicants but also negates numerous local by-laws. We have requested an abstract addressing our concerns be developed so we can present to the various boards with jurisdiction and demonstrate compliance to the extent possible.
- **Misc**
 - *Aunt Edie's Pond*-Director met on site with several Board Members of the Association. Several sampling exceedances this season- did not lead to closure on retest, but the numbers were alarmingly high. We wanted to investigate and offer troubleshooting services. There is a population of geese that frequent the pond- a report of dozens at times- attracted by one property owner near the beach feeding the wildlife. We reviewed best management practices and the Director offered to assist with notices for newsletters and bulletins in the spring warning of the environmental consequences of such long term practices

VII CORRESPONDENCE

No correspondence was discussed.

VIII PERMITS

STABLE				
Ashby & Tom Crafts (2016 Renewal)	41 Gilbert Lane	Residential Stable		
SEPTIC INSTALLER				

John E. Peters Excavation (2016 Renewal)	Brewster			
FOOD SERVICE				
Stop & Shop (2017 Renewal)	111 Route 137	Retail Food Service: Greater than 25,000 sq. ft.	Take Out	Milk & Cream
Stop & Shop/Starbucks (2017 Renewal)	111 Route 137	Food Service: 1-30 Seats		

Ms. Bayerl moved to approve the permits as per the list dated November 7, 2016. Ms. Howell seconded the motion. 4-0-0 Unanimous.

IX OTHER

No other items were discussed.

X ADJOURN- The meeting adjourned at 7:30 p.m.

Mr. Boyle moved to adjourn. Ms. Bayerl seconded the motion. 4-0-0 Unanimous.

Submittals of the meeting are part of the permanent record.

Respectfully Submitted,

Jennifer Clarke

Next meeting is Tuesday, December 13, 2016 at 6:30 p.m. in the small hearing room.