

**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, December 6, 2018**

**Present:**

**Gail Link McCausland, DMD**  
**Rocco Iocco, DMD, Member**  
**Kristin Esposito McRae, RS, Health Director**

**Attendance:**

<b>Joseph F. Molloy</b>	<b>39 Doncaster Cir</b>	<b>Owner</b>
<b>Dennis Baldini</b>	<b>47 Beaver Ave</b>	<b>Owner</b>
<b>Kathleen C. Molloy</b>	<b>39 Doncaster Cir</b>	<b>Owner</b>
<b>Kerin M. Molloy</b>	<b>39 Doncaster Cir</b>	<b>Owner</b>
<b>Jon Whyman</b>	<b>14 Carpenter/37 Doncaster</b>	<b>Installer</b>

**5:30 PM, BOH meeting called to order.**

**Take out of Order/Move Item #2 and place between Items #13 & 14.**

**Minutes of Thursday, October 25, 2018: Vote to Approve 2:0**

**47 Beaver Avenue- Housing**

McRae opens, 47 Beaver Avenue, housing case with correction order issued (10/31/18 enclosed). McRae's impression is that a good faith effort to make the corrections is being done. Some issues with coordinating the repairs with the tenant. Dennis Baldini then presents he has invoices supporting the work being done. The only work not completed are the windows with parts on order. Anticipate Jan 15<sup>th</sup> to be done. Dr. McCausland suggests granting an extension to make corrections to Jan 30<sup>th</sup>. McRae asks to those in the audience if anyone was present to be heard on the matter; no tenant or other present to be heard. Dr. Iocco motions to grant an extension to make corrections to Jan 31<sup>st</sup>. Vote 2:0 Accepted

**14 Carpenter Road – Title 5 Local Upgrade Approval**

Refer to Plan Review Comments dated Nov 19, 2018.

Jon Whyman presents. Property will be surveyed before set (install); variance requested. McRae notes the Town Engineer responded to this variance request; ensure has a "Professional Licensed Surveyor". The Water Supplier gave comments (letter Dec 5, 2018). J Whyman notes that the Conservation Commission is meeting mid-December. Discussed still have 3-4 bedroom count issue to resolve; either by deed restriction or 3 bedroom change by the Assessor before the Building Application can be signed. See list of variances requested. McRae notes may consider advanced treatment (proximity to tributary and number of variances). J Whyman does not recommend advanced treatment and doesn't feel it merits it as can keep 100' from the tributary. McRae notes this is something the BOH should start considering more strongly when these cases come up. Discussion on the sieve results – two extremes (silt loam vs coarse sand; see both lab reports). McRae believes both soils exist at the site but need confirmation testing when



excavated. Could do a perc test when excavated to confirm (soil/design are accurate). J Whyman explains will be deeper excavation that will be filled with Title 5 sand. J Whyman does not object to either perc or another sieve when excavated. Outcome: Plan Approval Contingent on Confirmation Testing and Town Engineer Survey Comments and Bedroom Count of 3, whether by Assessor or Deed Restriction.  
Vote 2:0

### **37 Doncaster Circle – Title 5 Local Upgrade Approval**

Jon Whyman presents, ledge is major issue here. McRae asks how addressing what the problem is (complaint of septic breakout). He indicates to take end off and air out; if biomat take out cleaning sand. Neighbor notes have to pump from the driveway to the leach trench. Whyman asks neighbor did they (subject site) paint the house. Neighbor says yes. This may be a contributing factor. Neighbor asks if there is an alternate site for it. However ledge is the issue. McRae notes placing the proposed trenches to the top may be preferable if ledge is not there as it may eliminate the variance to the property line. Also there is already documented ledge/boulder closer to the front of the property. Perhaps we should table this variance request until we see if the trenches can be placed at the top of the system, and eliminate the need for the variance. Need \$65 and re-testing application for deep hole observation. Then see if can revise design before issuing a property line variance on this plan.

### **Town Meeting House and Library Discussion on Septic Proposal**

See notes in packet. No one present. McRae believes they are still working on the design calculations and they did not request to be on this agenda.

### **584-590 Main St, Centre/Main St Plaza - Title 5 Local Upgrade Approval**

Signature page for the Upgrade Agreement is in the packet. However they do not have an installer yet which was due by today. So bench mark is not met. BOH members feel the penalty kicks in if they miss the Sept 1, 2019 deadline for completion. Discussed enforcement but members want to keep the Upgrade Agreement. Needs signature by the Chair of the BOH. Move to Item #2 Board of Health Members.

### **Board of Health Members**

See letter in packet regarding Board of Selectman appointed Dr. Gary Mendese to the BOH and did not reappoint Dr. Peinert. McRae notes, Dr. Mendese indicated that he could not make this meeting due to a prior commitment. The members feel the Chair needs to be a good advocate for this Board. Needs to be vocal and active. Dr. McCausland does not have the extra time to take on the role of Chair. Dr. Iocco is willing but would like to see a rotating Chair role, perhaps one year. Question if the Chair needs to be an MD, or just have an MD on the Board. Dr. McCausland nominated Dr. Iocco as Chair and Dr. Iocco nominated Dr. McCausland as Vice Chair, to rotate roles within a year by another vote. Vote 2:0. Dr. Iocco signed as Chair, the Upgrade Agreement for 584-590 Main St.

Dr. McCausland would like to thank Dr. Peinert for all his years of service and is sorry to see him go. Dr. Iocco echoes this as well. BOH members were puzzled why we were not



notified by the BOS in June instead of waiting until Nov 2018. BOH members also ask which of the BOS is the liaison to the BOH. McRae believes it is Phil Crawford.

### **Permit Renewals**

McRae notes that each of the categories for permit renewal have all been sent out. Permits expire on Dec 31<sup>st</sup> and this is the renewal period.

### **Food Code Regulations**

See flier sent regarding new Food Code Regulations adopted by MA DPH. McRae notes will need inspector training time. Discussed Deb Rosati is a professional consultant, retired from a local BOH and would be capable of helping with both training and conducting inspections. She is available during the day which is beneficial (vs only nights and weekends). BOH members agree.

### **Budget Planning**

Professional service line item, to increase beyond 2%. Perhaps overall budget up 5%. See budget enclosed and instructions from Town Admin, new budget due by Dec 14<sup>th</sup>. Regarding the budget line item for the Nurse, needs careful billing to stretch budget. The revolving fund for flu has been zero'd due to vaccine purchase for Senior Center and will remain that way until we receive reimbursement anticipated in Spring 2019. BOH members agree Sandy should only work on mandated reporting requirements. In future we can revisit the role and vision for public health nurse.

### **Flu Clinic Planning**

Done with flu clinics (see flies of clinics held). BOH members agree not to hold anymore clinics as the revolving fund has been exhausted. See also record in packet, Mary Homan, School Nurse Leader, felt the school clinics went well as we had Sandy work with Walgreens to deliver clinics.

### **A Healthy Lynnfield**

McRae attends monthly meetings. Peg Sallade is new coordinator and has circulated the next meeting dates. See also Nov 19<sup>th</sup> agenda.

### **Health Director's Report**

#### **Title 5:**

1004 Summer – T5 Report Received today 12/6/18 – Fails. Cesspool with failing criteria; BOH will need to set timeframe to correct. See history noted in correspondence 10/31/18, the original due date for T5 inspection was 1/30/18. Two years from the original date is 1/30/20. BOH members agreed to give Jan 30, 2020 as deadline to repair and to issue a letter of Non-Compliance.

Windsor Estates – Open items at Windsor Estates were written/summarized for developer to address; will review responses & re-inspect (Received compliant via Conservation Commission that there is puddling/depression holding water affecting ability for grass to grow over new leaching area).

Archer Lane – Catch basin sample analysis was conducted; will coordinate results with Town Engineer.



In general Title 5 work load is significant. Another factor is precipitation is up and this may be a factor in the springtime thaw with potential for flooding. We've been receiving more complaints/concerns about runoff in past few months than ever before or recent memory.

No response – all year -for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road, 15 Bancroft St, 1004 Summer St, 378 Main St  
245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

Suggest we send all letter to contact the BOH within \_\_\_\_\_x days for a springtime/weather conducive repair schedule for the earlier possible time. BOH members agree to send reminder letter, need to hear from them within 45 days, otherwise will move towards enforcement.

74 Crescent – today 12/6/18 received a new survey plan which indicates a setback variance for the tanks are not needed. This should be sent to Town Counsel for verification of acceptance (previously received complaint about the new building at which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued; McRae has already notified owner and Tom Mullen; see also ZBA notice July & August 2018; ZBA Nov 13, 2018).

2 Willowdale Drive – Received formal complaint of septic repair work undertaken by Jim Kellett and not completed; see attached letters and complaint log. Owner has hired another to complete the work. T Mullen advises BOH would need to hear from the installer before taking any action towards the annual installer's license. BOH members want a response, written, from Jim Kellett. Give copy of the complaint and ask Jim Kellett to give a written response to the BOH. Separately ask Tom Mullen if it can be a disqualifying factor for a permit if the Town cannot accept checks; find out what are disqualifying factors.

126 Oakridge – Complaint of water runoff new septic. Appears area is wet as Pillings Pond at property edge and down slope from Pondview roadway.

**Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5 has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. Prior meeting BOH members expressed drafting reg's to handle past mistakes may be too difficult or not appropriate and perhaps Frequently Asked Questions may be a better approach.

**Food Establishments:**

Food Code Regulations – DPH Promulgation of Amendments to 105 CMR 590 – Anticipate this will have significant impacts to our inspections, inspection report form, training and outreach to food establishments.

MEHA is holding a seminar Dec 13, 2018, part of topic is the new food code.

Temporary Food Event – Annual at Meeting House without temp permit application; email unanswered.

Plan Review Application received for new at Market Street – Anoushella; former Roxy's.



King's Bowl – Ansul system deployed and restaurant needed to close Oct 31<sup>st</sup> to clean; McRae reopened by inspection the next morning. Incident Report filled out – see template  
Sweetgreen – Oven fire; closed to clean and Dr. McCausland was notified by Fire Dept. Incident Report filled out.

**Tobacco:**

Ron Beauregard is please to report that Oct 11<sup>th</sup> compliance checks resulted in zero sales. Legal notice for tobacco regulation change was posted in the Lynnfield Villager 10/31/18. Letter notifying MassDEP was sent. Notice to Retailers was mailed again with the permit renewal applications.

**Housing:** Fire Dept responded to a unit within the Housing Authority on Ross Drive and found sanitary and access issues. BOH notified but tenant not present to provide access. McRae discussed with Housing Authority Director.

**Water:**

Lead Water Testing Schools– see email Aug 21, 2018; DPW notes 8/22/18; 10/17/18; re-testing 11/5/18. See email J Tomasz 11/13/18 all tested locations have now passed.

**Walden Pond Public Health Advisory:** MA DPH sent notice of public advisory on fish consumption as fish contaminated with mercury at Walden Pond and produced a poster for Lynn, Lynnfield and Saugus – see enclosed poster and letter. BOH members express this should be posted on the Town website.

**MA DPH:** Stakeholder comments on status report of Special Commission on Local and Regional Public Health Sept 2018 is now available.

**Recreational Path Committee** – Gerard Noumi is the Chairman of the Lynnfield Recreational Path Committee provides updates and shares material of status. See also Summary of legal aspects Wakefield/Lynnfield Rail to Trail Initiative, Report to Lynnfield Board of Selectman.

**Emergency Preparedness:**

Metro Region Planning Council took over sponsorship Oct 1, 2018; DPH previously announced that it will not renew the sponsoring organization contract with IIGL. Without a sponsoring organization the Region 3B HMCC deliverables are on hold. We are starting to get back on track with a new Coordinator and new Planner. Both met with McRae and expressed that Lynnfield is one of the communities in good shape with deliverables within the coalition; they will work with us on upcoming changes they expect with the region's template for the Emergency Dispensing Site plan. We will also conduct drill in Dec and a setup drill is due in March 2019. Natural Gas Explosions – Lawrence, Andover, North Andover Sept 13, 2018; ongoing responses.

**Open Meeting Law and Conflict of Interest Law:**

Town Clerk informs that we need to complete the online ethics training/test and provide certificate and acknowledgement forms; see attached memo.

**Department Head Evaluation Form:** R Dolan emailed a Self Evaluation Form as part of a new implantation and evaluation process for all Department Heads. Email notes he would be happy to work with your Board Chair if they in fact have management oversight over department per the Charter or by-laws. Self Evaluation is due Jan 4<sup>th</sup>. See email and template form.

**PeopleGIS:** The Town is seeking proposal from PeopleGIS to provide an on-line permitting program to accept Building Dept applications and is also reviewing proposal



to expand for a BOH permitting suite. PeopleGIS notes in their opening letter "town staff to be involved at a high level". Time commitment to get program up and running. **McRae notes the one BOH priority is if we could have the T5 Inspection Reports submitted on-line for public viewing and for a space for the BOH to upload the most recent septic permit/certificate, it would be a tremendous help and would not take that much to build this single piece.** A Town decision is pending. However the Town is prioritizing the Building Dept applications software now. See updated memo's McRae to Town Admin and Town Engineer. Reiterated this at our meeting with PeopleGIS on Sept 10, 2018. As of October 25, 2018 we do not have confirmation of BOH software upgrade date or schedule. Same, as of December 6, 2018 we do not have confirmation of BOH software upgrade date or schedule. Bold above would improve efficiencies, however BOH is still waiting for Town response.

#### **Other Business –**

Since Dr. Peinert was the authorized person to sign invoices for Dept Head/McRae, a new authority is needed. Dr. McCausland and Dr. Iocco discuss. Dr. Iocco has a business office so McRae can easily contact him during day when occasion arises needing a signature. Decided Dr. Iocco is authorized to sign. Vote 2:0

#### **Sign Invoices -**

#### **Correspondence -**

**Next BOH Meeting January 24, 2019**

**Adjourn 8:30pm**

#### **Attachments:**

- Board of Selectman Letter to Richard A Peinert, MD, Nov 27, 2018
- Gary W. Mendese, MD Resume
- Email Nov 28, 2018 R Curtin to McRae RE New Board of Health Member
- Email Nov 28, 2018 R Dolan to McRae RE BOH Decision
- Minutes of Thursday October 25, 2018  
47 Beaver Ave
- Dennis Baldini Letter to McRae Requesting Hearing to Request Extension, Nov 7, 2018
- Dennis Baldini Letter to McRae Schedule of Work, 47 Beaver Ave, Nov 21, 2018
- McRae Letter to Dennis Baldini, Notice of Hearing, Nov 20, 2018
- Correction Order, 47 Beaver Ave, Oct 31, 2018
- Email Susan Merry to McRae, housing issued Nov 28, 2018  
14 Carpenter Road
- McRae Plan Review Comments to J Serwatka Nov 19, 2018
- 14 Carpenter plan excerpt Nov 29, 2018
- Email Charlie Richter to Whyman, RE Property Line Setback Nov 30, 2018
- Richard Dawe, Lynn Water & Sewer Commission letter to McRae, Dec 5, 2018
- Email Richard Dawe to McRae, Dec 5, 2018
- J Whyman Notice to Town Engineering Dept, Reduction to Property Line, Nov 27, 2018
- Excerpt of Design Plan 4 Carpenter 11/21/2008
- UMass Extension Particle Size Analysis Aug 9, 2018
- UMass Extension Particle Size Analysis Oct 22, 2018  
37 Doncaster Circle



- McRae Plan Review Comments to J Serwatka, Nov 27, 2018
- J Whyman Notice to Resident 39 Doncaster Cir, Reduction to Property Line, Nov 27, 2018
- Excerpt of Design Plan 37 Doncaster Circle
- Excerpt of Design Plan Criteria 37 Doncaster Circle Sept 30, 2018
- Library/Town Meeting House/Cultural Property Discussion on Septic Proposal
- Town Clerk Record of Action and Certification of Annual Town Meeting Oct 25, 2018, Article 3
- Memo from McRae Oct 25, 2018 to BOH members re BOH mtg Oct 25, 2018
- App for Disposal Construction Permit, Library, 10/17/66
- Record of Communication McRae and Richter Nov 28, 2018
- 584-590 Main St, Centre/Main St Plaza
  - First amendment to agreement dated August 17, 2017 between BOH Lynnfield and Shura Laguna LLC signed by Andre Navasargian
- New Food Code Announcement
- Definition 105 CMR 590.001
- Budget Planning
- BOH MUNIS budget FY 2020 Town Projection, Nov 15, 2018
- Town of Lynnfield 5 Year Financial Forecast by Town Admin, 10/23/18
- McRae FY 20 Budget Summit Overview
- R Dolan & J McCarthy to Dept Heads, Boards & Commissions, Budget Preparation 11/15/18
- Flu Clinic Planning
- Record of Communication McRae and M Homan Flu Clinics in Schools, 11/30/18
- Email MAVEN Timeliness of Completing Case Report Forms in MAVEN Dec 3, 2018
- Flier Flu Clinic for Children, Nov 26, 2018
- Flier Flu Clinic for Children, Nov 5, 2018
- Flier Flu Clinic, Oct 22, 2018
- UMass Medical School, RE Vaccine Reimbursement Program, Oct 23, 2018
- Business Associate Agreement UMass Medical School and Town of Lynnfield
- A Healthy Lynnfield Meeting 2018-19 Meeting Dates
- AHL Agenda, Nov 19, 2018
- Health Director's Report 12/6/18
- 1004 Summer St, Title 5 Official Inspection, Marked Fails, Nov 8, 2018
- 1004 Summer St, Order Letter, Oct 31, 2018
- 74 Crescent Ave, Letter Brian McGrail, Esq to McRae, RED Septic System Certificate
- Complaint Log, 2 Willowdale Drive, Nov 26, 2018
- Letter, 2 Willowdale Drive, Marie Dion to McRae, Request Change Septic Installer, 11/30/18
- Letter, 2 Willowdale Drive, Law Office of Fritz Pluviose to Jim Kellett, 11/30/18
- Record of Communication McRae and T Mullen, 12/4/18
- Request for Information from Jim Kellett to McRae Dec 2018
- Excerpt Commonwealth MA Special Commission Local Regional Public Health Sept 2018
- Email McRae to Historical Commission, RE Temporary Food Permit Applic 11/27/18
- Town of Lynnfield BOH Incident Report Form
- Email Ron Beauregard to McRae, Compliance Checks in Lynnfield, Oct 20, 2018
- Newspaper Lynnfield Villager Legal Notice, BOH RE Tobacco Control Regs 10/31/18
- Email John Tomasz to McRae, Water Analysis Results – Huckleberry School 11/13/18



- Granite State Analytical Services, LLC Lead and Copper Results, 11/6/18
- Granite State Analytical Services, LLC Lead and Copper Results, 9/28/18
- Email John Tomasz to McRae, Lead and Copper Status, Oct 19, 2018
- Notes John Tomasz to McRae Lead Water Testing Issues, Aug 22, 2018
- Gerard Noumi Email Lynnfield Recreational Path Committee Nov 6, 2018
- Gerard Noumi Email Lynnfield Recreational Path Committee Oct 30, 2018
- Excerpt Summary of Legal Aspects of Wakefield/Lynnfield Rail to Trail Initiative
- Public Health Advisory Walden Pond, Lynn, Lynnfield, Saugus by MADPH
- MADPH fish consumption advisory for Walden Pond, Lynn, Lynnfield, Saugus 11/30/18
- MADPH A Guide to Eating Fish Safely in MA
- MAPDH Freshwater Fish Consumption Advisory List
- McRae Notice to Employee, Board/Committee, Contractors Ethics and Online Test
- RDolan Email RE Dept Head Evaluation Form Nov 26, 2018
- Town of Lynnfield Town Admin Dept Head Performan Review Procedures and Form Correspondence
- ZBA Meeting Notice 11/13/18
- McRae Memo to Applicants on ZBA Agenda 11/13/18
- McRae Memo to Norman and Erin Winsor, RE ZBA 11/13/18
- ZBA Meeting Notice 12/18/18



**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, October 25, 2018**

No Meeting  
Nov 20 18

**Present:**

**Richard Peinert, MD  
Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>John Tomasz</b>	<b>Town Hall</b>	<b>DPW Director</b>
<b>Peter Ogren</b>	<b>603 Salem St, Wakefield</b>	<b>Engineer</b>
<b>David Delory</b>	<b>9 Stafford Rd</b>	<b>Home Owner</b>
<b>David Piscatelli</b>	<b>3 George Rd, N Reading</b>	<b>Contractor</b>
<b>Paul Delory</b>	<b>16 Huntington Rd</b>	<b>Atty</b>

**5:40 PM, BOH meeting called to order.**

**Minutes of Thursday, September 27, 2018: Vote to Approve 3:0**

**Town Meeting House and Library Discussion on Septic Proposal**

Refer to Memo from McRae to BOH members dated Oct 25, 2018.

Dr. Peinert asked if the new library had been shelved? John Tomasz replied that he had no idea and that the (existing) library would still be a functional building. Peter Ogren said that they had a solution to solve the library problem. 2 years ago they tried but couldn't find land so they want to combine the library and meeting house and put the septic system elsewhere on town property. Test holes were dug. Quite a bit of fill was found and sent to UMass for testing. Found to be acceptable, feasible. He calculated 952 gal (office space); 77person (function hall) 3 gal/seat = 231 gal.; 50' off wetland; pressure distribution system; septic tank, pump chamber, and force main. 77 persons comes from the Fire Department records. Peter Ogren says this is 100% better that what he was going to do for the library.

Dr. McCausland asked where does the historic building fit in. Was told it no longer functions as a house, just used for storage. Peter Ogren said may have extra flow for this. It may have to cross the brook to connect to the proposed system. Not sure yet on the calculation flow for the historic house building. Dr. Iocco commented, seems like from future use stand point, to keep properties separate. Dr. Peinert asked about the timeline. Ogren said 1<sup>st</sup> phase is feasibility. Final design to BOH by 1<sup>st</sup> of next year then bid out. Dr. Peinert asked what's step 2. Peter Ogren indicated to topo the entire plan and design system for submittal to BOH. Dr. McCausland questioned if there was any conflict having BOH approve this, as it is town owned land. Question will need to go through town counsel. Kristin said they have to capture realistic use consistent with MASS DEP reg's. Needs 1) The use for the historic building. 2) The use for the meeting house 3) Is meeting house a function hall (15gal/seat) or a place of assembly (3gal/seat) and, if full



food event, it needs a grease trap. Also, will the historic committee house have its own system and where located. The actual design flow is needed. For library, Kristin said it is important to look at 2 years of water flow, days and hours, and seasonal hours. Refer to BRWP-70 application. Regarding easements, Dr. Peinert said town counsel should be involved since running under the road.

#### **584-590 Main St, Centre/Main St Plaza - Title 5 Local Upgrade Approval**

Dr. Peinert referenced the fines and applicant making a good faith effort. Dr. Iocco said this is subjective. Dr. Peinert made a motion to request town counsel add "acceptable to BOH" to item #3.

**Vote: 3:0**

#### **83 Phillips Road, LCWD - Title 5 Local Upgrade Approval**

Peter Ogren present and said Ken Burnham was supposed to address they would never turn on wells again. Kristin said town counsel advised can approve with a condition with the language "That all wells within the said distance be permanently taken out of service prior to construction of the upgrade". Peter Ogren said he would revise the plan to include this and strike the variance listed. Dr. Peinert moved to allow the permit upgrade request provided that it impose a condition that all wells within said distance be permanently taken out of service prior to construction of the upgrade.

**Vote: 3:0**

#### **9 Stafford Rd – Building Application**

Owner Delory presents. Gave revised plan to Kristin; revising 10 rooms to 9. Currently the children's bedrooms are in the basement. The owners want to add 2 bedrooms over the garage. But this might be over the 10 room limit. A wall could be removed between the 2 bedrooms making 1 big space. Though this might be a load bearing wall; if so would need to come back to BOH. This is a 4 person household, with 2 kids ages 4 & 2. Still it would need a 4 bedroom deed restriction. Dr. McCausland moved to accept the revised plan with a 4 bedroom deed restriction. Dr. Iocco 2<sup>nd</sup>

**Vote 3:0**

#### **Tobacco Control Regulations**

2 signed copies of the regulations amended on Oct 29, 2018– mail to Mass DEP with cover letter. Post legal notice in newspaper.

Mail copy of notice to all establishments and put copy in permit renewal applications. Separately Ron Beauregard sent an example of MA Superior Court decision on tobacco case Cumberland Farms vs Town of Yarmouth BOH.

#### **Private Well Regulations**

MassDEP revised the Model Board of Health Regulations for Private Wells on July 26, 2018. Copy is in BOH members packets.

Dr. McCausland asked if we have regulations now? Kristin responded this appears as the first set of regs for Lynnfield; prior not sure if truly on the books (regulations in BOH and clerk's office not found). She said this is a 2 step process; potable well drilling permit and water supply certification. Kristin said this regulation is important due to the private



wells in Lynnfield and particularly the Sagamore area. Also if a house is going from well to town water it must be decommissioned from the house and used only as irrigation or properly abandoned. As a starting point BOH members going through the Model Reg's for discussion. Dr. Iocco reaffirmed that Mass DEP standard is minimum standard for us. McRae, these are Model Reg's for us to adopt but some of the technical aspects seems as minimum standards. The fee was discussed. If use Mass DEP template it appears the fees are within the regulations; then doesn't have to go before town meeting as it is written into the regulations. It can be changed by BOH. BOH needs a fee structure. Town counsel could be contacted about the fee schedule. Potable well applications should be more than \$100. \$500 was suggested. For a potable well, an inspection could take up to 4 hours. \$200 for an irrigation well was suggested. Regarding testing for irrigation wells on Page 11, owner has to test for nitrates and E-coli annually seems unrealistic; perhaps should be at time of real estate transfer. See Page 11 annual irrigation testing. Decided there is a lot to review in the Model Regs and tonight's meeting was for preliminary discussion. Will revisit in Dec or Jan.

### **Food Code Regulations**

Per Kristin the state adopted 2013 Food Code Regulations, effective October 5, 2018. Need time to implement.

### **Flu Clinic Planning**

The Senior Center Clinic was held on October 5, 2018. See Flier for Clinic on October 22, 2018. Also clinic on Nov 5; if Walgreens is not coming to this clinic then Sandy can only administer to children with the state-supplied vaccine.

### **A Healthy Lynnfield**

See brief summary in BOH meeting packet. New coalition coordinator was hired through a grant and will work out the Lynnfield High School.

### **Health Director's Report**

**Budget Planning:** Town Administration held a Department Head meeting on October 23, 2018 to discuss budget planning and IT issues. While the Budget Summit Meeting was scheduled for Wed Nov 7<sup>th</sup>, this is being changed to a tentative date of Wed Nov 14, 2018. See enclosed Town Admin 5 Year Financial Forecast FY2018-2022.

McRae notes that adding more hours for inspections, especially with the new food code, amount of work expanding with T5 should be requested. Dr. McCausland agrees and feels the Professional Services line item is the appropriate place for an increase.

#### **Title 5:**

1004 Summer – T5 Missing; see email Aug 22; See email response Bldg Insp 8/27/18. Ques for next steps – Order Letter for T5 report?

Dr. Iocco feels we should send an Order Letter.

Windsor Estates – Received compliant via Conservation Commission that there is puddling/depression holding water affecting ability for grass to grow

over new leaching area. Open items at Windsor Estates will be written/summarized for developer to address.

Archer Lane – Catch basin sample analysis was conducted; will coordinate results with Town Engineer.

In general Title 5 work load is significant. In the past 10 days we received 7 perc test applications and in the past few days 11 as-built plans for Certificate of Compliance review.

Title 5 Report for 43 Edward Ave generated much discussion and review as the T5 Inspector initially passed the system with a deep leaching pit in the ESHGW and subsequently with our review submitted a failed report. BOH cc'd MassDEP on correspondence as T5 Inspectors are licensed by MassDEP through NEIWPCC.

11 Long Bow Road – Additional BOH time has been spent as the new installer graded the site differently than designed by septic engineer which generated neighbor complaint. Engineer has provided additional on-site guidance to the installer; BOH has made additional visits.

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road, 15 Bancroft St, 1004 Summer St, 378 Main St

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

74 Crescent previously received complaint about the new building at which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued; McRae has already notified owner and Tom Mullen; see also ZBA notice July & August 2018; ZBA Nov 13, 2018.

#### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5 has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. Prior meeting BOH members expressed drafting reg's to handle past mistakes may be too difficult or not appropriate and perhaps Frequently Asked Questions may be a better approach.

#### **Food Establishments:**

Sam's Ice Cream – Complaints on school property; Unlicensed – letter sent Middle School Concession Stand – Initial inspection conducted 9/4/18 though not ready for permit; LAA to contact BOH for re-inspection and permit – outstanding LAA to respond.

Food Code Regulations – DPH Promulgation of Amendments to 105 CMR 590 –

Anticipate this will have significant impacts to our inspections, inspection report form, training and outreach to food establishments.

MEHA is holding a seminar Dec 13, 2018, part of topic is the new food code.



**Water:**

Lead Water Testing Schools– see email 8/21; DPW notes 8/22/18; 10/17/18

**Emergency Preparedness:**

The MA DPH announced Metro Region Planning Council is expected to take over sponsorship Oct 1, 2018; DPH previously announced that it will not renew the sponsoring organization contract with IIGL. Without a sponsoring organization the Region 3B HMCC deliverables are on hold. This impacts associated funding for Region 3B Coalition and the Medical Reserve Corps (MRC).

Natural Gas Explosions – Lawrence, Andover, North Andover Sept 13, 2018; ongoing responses. McRae volunteered in Andover on 9/29/18. Due to the ongoing responses the Region 3B Coalition Meeting Oct 4, 2018 was cancelled and we have not met with new sponsor.

**PeopleGIS:** The Town is seeking proposal from PeopleGIS to provide an on-line permitting program to accept Building Dept applications and is also reviewing proposal to expand for a BOH permitting suite. PeopleGIS notes in their opening letter “town staff to be involved at a high level”. Time commitment to get program up and running. McRae notes the one BOH priority is if we could have the T5 Inspection Reports submitted on-line for public viewing and for a space for the BOH to upload the most recent septic permit/certificate, it would be a tremendous help and would not take that much to build this single piece. A Town decision is pending. However the Town is prioritizing the Building Dept applications software now. See updated memo’s McRae to Town Admin and Town Engineer. Reiterated this at our meeting with PeopleGIS on Sept 10, 2018. As of October 25, 2018 we do not have confirmation of BOH software upgrade date or schedule.

**Other Business -**

**Correspondence -**

**Next BOH Meeting December 6, 2018**

**Adjourn 8:50pm**

**Attachments:**

- Minutes of Thursday September 27, 2018
- Town Meeting House and Library Discussion on septic proposal
  - Memo from McRae Oct 25, 2018 to BOH members re BOH mtg Oct 25, 2018
  - App for Disposal Construction Permit, Library, 10/17/66
  - Feasibility study combined septic library and meeting house October 9, 2018
  - gmail from Ogren to McRae Oct 18, 2018 re general discussion of septic
- 584-590 Main St, Centre/Main St Plaza
  - First amendment to agreement dated August 17, 2017 between BOH Lynnfield and Shura Laguna LLC signed by Andre Navasargian
- 83 Phillips Rd LCWD
  - Gmail to McRae from Mullen re wells permanently to be taken out of service Oct 5, 2018
  - Gmail from McRae to Burnham Oct 12, 2018 re condition to upgrade

- Memo to Burnham from McRae August 30, 2018 re plan for LCWD
- letter from Burnham to McRae Sept 11, 2018 re wells placed out of service
- Plan excerpt with Variance and septic drawing
- Gmail from Persky to McRae July 26, 2018 re mapped layout of tubular wellfield

-9 Stafford Rd – building application

- Applic of Review of Plan -for Title V and Setback 10/4/18
- Building Applic – addition 10/4/18
- Letter from McRae to Delory Oct 18. 2018 re expansion

Tobacco Control Regulations

- signed, by Dr. McCausland, regulation re effective date
- letter from McRae to Mass DEP October 25, 2018
- Notice to retailers re age and ID verification
- Legal notice
- email from Beauregard Oct 25, 2018 re Massachusetts superior Court Decision

Private Well Regulations

- Model BOH Regulations for Private Wells Oct 30, 1989 revised July 26, 2018

Food Code Regulations

- Gmail Oct 10, 2018 MHOA adoption of 2013 FDA food code
- Gmail Oct 5, 2018 from Dick Rae update on new food codes and FDA grants

Flu Clinic Planning

- Flier for October 22, 2018
- Flier for November 5, 2018

A Healthy Lynnfield

- McRae notes from October 22, 2018 meeting

Health Director's Report, 10/25/18

Lynnfield 5 year financial forecast

Letter from McRae to Michael Jones 1004 Summer St Missing Title V report 8/1/18

Gmail from Tomasz to McRae 10/24/18 re lead and copper status

- Lead water testing issues rec'd 8/22/18

Meeting Notice Board of Appeals November 13, 2018



**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, September 27, 2018**

**Present:**

**Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Richard Peinert, MD  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>David Murphy</b>	<b>160 Federal St 15<sup>th</sup> floor Boston</b>	<b>Owner Rep</b>
<b>Michael A. Turner</b>	<b>8 Essex Center Dr</b>	<b>Tenant Rep</b>
<b>Reza Aghamirzadeh</b>	<b>54 Oakridge Terr</b>	<b>Owner</b>
<b>Ron Beauregard</b>	<b>20 Main St., Andover</b>	<b>Tobacco Control Program</b>
<b>Timothy Doyle</b>	<b>26 Main St</b>	<b>Atty</b>
<b>Gordon Rogerson</b>	<b>603 Salem St Hayes Eng</b>	<b>Rep</b>
<b>Peter Blaisdell</b>	<b>189 No Main St, Middleton</b>	<b>Engineer W&amp;S</b>
<b>Peter J. Ogren</b>	<b>603 Salem St Wakefield, MA</b>	<b>Engineer Hayes</b>
<b>Susan Testa</b>	<b>GLSS 8 Selbee St, Lynn, MA</b>	<b>Radway</b>
<b>Ivaylo Vladov</b>	<b>70 Oakridge Terr</b>	<b>Owner</b>

**5:44 PM, BOH meeting called to order.**

**Minutes of Thursday, August 16, 2018: Vote to Approve 2:0**

**Tobacco Control Regulations**

Ron Beauregard opened by saying the state raised, over the course of 3 years, the legal age to 21 to purchase tobacco products. This could cause possible confusion with the incremental age increases over 3 years. BOH may adopt local regulations to raise the age to 21 by Dec 2018. The verification age was changed from 27 to 40. Kristin posted a legal notice in the newspaper and notices to businesses of the BOH Meeting for Tobacco Regulations. However, she was told by town counsel this was not required; posting on the agenda is sufficient. Separately Kristin asked Ron about funding of the tobacco control grant. Ron said it will be discussed at Oct. 29<sup>th</sup> meeting, and it will be close to the expected amount. Kristin commented that Lynnfield paid the invoice which was approximately \$200. BOH members felt the coalition could keep that and apply it towards tobacco control activities. Dr. Iocco made a motion to accept the new tobacco regulation for Lynnfield, effective Dec 1, 2018, to change the legal age to 21 and age verification to 40.

**Vote: 2:0**

**54 Oakridge Terrace - Taken out of order**

Kristin had talked to Mass DEP. Sec 15.204 states the design flow, which is the calculated flow. The calculated flow of 220 is a 2 bedroom. The extra flow was

provided as if it was a 4 bedroom; the DEP made it clear it is the calculated flow 220 (2 bedroom) or meet full compliance or seek a variance. Peter Blaisdell said the system is working fine. They are looking for a deed restriction for 4 bedrooms from the BOH. Pezzella installed an 800 sq ft bed. Testing was cancelled as 2 deep holes and 2 more perks would destroy landscaping. Kristin refunded the money (of perc test application). Kristin said they need to decide the variances required and identify an accurate plan. Dr. McCausland commented it was bought in 2014 and had 4 bedroom Title V but had a discrepancy of 2 and 4 bedrooms. Reza, the owner, understood the building was approved for 4 bedrooms. Dr. McCausland said it was approved by building but not the BOH. It was left that Peter Blaisdell would come back with a more accurate plan to pursue the variance.

#### **584-590 Main St, Centre/Main St Plaza – Title 5 Local Upgrade Approval – Taken out of Order**

Center/Main St Plaza – David Murphy, owner's rep, put together a proposal to extend the deadline to September 1, 2019 with delay fees of \$100/day after 30 days and \$200/day thereafter. Dr. Iocco asked if this was a standard or negotiated fee as it did not seem substantial for a project of this magnitude. Dr. McCausland agreed on the 1 year extension and allow Tom Mullen to come up with a substantial penalty if not completed on time.

6:23PM Dr. Peinert arrived

Dr. Peinert suggested a \$500/day fee was more appropriate.

Dr. Peinert moved that the date be extended to September 1, 2019 with a penalty clause, favorable to Town of Lynnfield and the owner, if it doesn't meet the time frame.

#### **Vote 3:0**

**584-590 Main St** – Peter Ogren submitted revised plan which references an operation and maintenance plan. Kristin noted the tenant sq. footage on the plan was 3,660/gal/day, but they were requesting 4,651. Kristin said she wants to be sure the BOH is not giving an increase in flow without meeting full compliance. Dr. McCausland said we now have current usage so we have something to base it on for the future. Peter told Kristin that the disclosure notice was on the revised plan. No O&M until BOH approves the septic plan. Kristin asked for the sizing letter from FAS system. She went over the August 15th letter bullet by bullet. #5 was covered on the plan. #6 ensure O&M for external grease trap (Service Pumping and Drain). Also, the schedule should be in writing to the tenants. Peter will talk to Michael Parker re "disclosure notice in the deed to the property". Gordie Rogerson is looking to send plan out to contractor. Motion to approve the plan contingent that August 15, 2018 letter is satisfied.

#### **Vote 3:0**

#### **880 Summer St – Housing, Continued**

Tim Doyle, attorney for the homeowner, and Michael Tucker, attorney for previous owner of property, were present. Tim said that the transcripts from Peabody hearing stated the tenant would not occupy the property but would be allowed to enter to remove his personal property. The homeowner doesn't have resources to fix the property. The next step is to sell the property as is. Dr. McCausland asked to confirm that the tenant is not living on the property. The order is effective until Dec 22, 2018. There also is an



anti-eviction action. The client has threatened to sue if they try to sell it. Per Attorney Doyle, want an extension of the Peabody order so can proceed with BOH order to keep him out of property. Per Kristin, she has not had a call for progress inspection and if it's sold needs a Title V inspection. Per Susan Testa, GLSS protective services, the tenant was released from Lynn and deemed competent to live on his own. Dr. Peinert made a motion to extend the previous hearing date for 90 more days.

**Vote 3:0**

**Zepaj Lane Lot 3 – New Construction**

A question was asked about the abutting lot. The plan does show the easement. And a benchmark within 75' of the proposed system will be added.

Dr. Peinert made a motion to approve plans for Zepaj Lane Lot 3 pending revisions are done.

**Vote 3:0**

**Zepaj Lane Lot 4 – New Construction**

Kristin will re-check the scale setback 20' for bulkhead.

Dr. Peinert made a motion to approve plans for Zepaj Lane Lot 4 pending revisions are done.

**Vote 3:0**

**Zepaj Lane Lot 5 – New Construction**

Kristin questioned if it was to be 5 bedrooms. The intent is for 4 bedrooms not to exceed 9 rooms total.

Dr. Iocco made a motion to approve plans for Zepaj Lane Lot 5 pending revisions are done.

**Vote 3:0**

**Zepaj Lane Lot 6 – New Construction**

Gordie agreed to fix the inverts, make corrections to the plan and resubmit to Kristin. Bulkhead 20' revised location.

Dr. Iocco made a motion to approve plans for Zepaj Lane Lot 6 based on revision approval by Kristin.

**Vote 3:0**

**83 Phillips Road, LCWD – Title 5 Local Upgrade Approval**

Ken Burnham submitted a letter, dated September 11, 2018, to Kristin stating the well system is deactivated and the closest well point is > 1500 ft away. Kristin commented to Gordie Rogerson it seems that we can't vote on the plan with the variance listed as the abutters were not notified; he agreed. Gordie will re-visit the plan listing the variance. Kristin said they could approve the plan, if variances are not needed, contingent that the wells be placed out of service permanently. Dr. Iocco expressed concern and asked that the town counsel look at K. Burnham's letter of September 11. If he approves of language used then don't need a variance. If no variance is needed then there is no need to come back to the board.

### **571 Broadway – New Construction**

Gordie Rogerson presents. The rear of the home is seen as a separate lot, Lot 2 Green St. It has already been to the Board of Appeals which issued an ANR (approval not req'd). Per Gordie the owner is not inclined to cut down a 36' locust tree. Putting down a 40 ML barrier for tree roots. Dr. McCausland made a motion to approve new construction at 571 Broadway provided a H2O tank and H2O D-box were added, system under the pavement.  
**Vote 3:0**

### **571 Broadway – Lot 2 Green St. - New Construction**

A 5 bedroom is proposed with no variances. Changing parking/paving of property, putting in grass. Dr. McCausland proposed a vote for new construction on lot 2 Green St.  
**Vote 3:0**

### **70 Oakridge Terrace**

A 2 bedroom deed restriction has already been approved. Currently there is only 1 bedroom. They want to build a 2<sup>nd</sup> bedroom, 12'X24'. Needs to meet the 10' setback (slab). The BOH has no objections to a 2<sup>nd</sup> bedroom. However, they will need to show an accurate plan to Kristin with setback to tank and leaching pit.

### **Pilling Pond Water Sample**

Sample found to be within limits; lab report attached.

### **Flu Clinic Planning**

Per Kristin, the Walgreens clinic began on September 25. The Senior Center flu clinic is set for Oct 5, 2018; flier enclosed.

### **Mosquito Control**

Per Kristin the press release has been printed.

### **A Healthy Lynnfield**

McRae attended A Healthy Lynnfield Coalition meeting and inquired if the search for a coordinator could be a registered nurse and was told they are seeking a professional grant writer. Subsequently a coordinator/grant writer was selected and will be positioned at the high school.

### **Health Director's Report**

Date: September 2018 Notes for Director's Report for BOH Meeting Thursday 9/27/2018:

#### **Health Director's Report**

#### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5



has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. Prior meeting BOH members expressed drafting reg's to handle past mistakes may be too difficult or not appropriate and perhaps Frequently Asked Questions may be a better approach.

**Title 5:**

1004 Summer – T5 Missing; see email Aug 22; See email response Bldg Insp 8/27/18.

35 South Common St – Town owned land, perc testing conducted; See Town Warrant

Grandview Estates – Received complaint soil cover over septic does not have erosion control; see memo 9/18/18

1059 Main St – Title 5 Passed but neighbors concerned about location on property; contacted MassDEP; DEP responded by letter. Not an open case for BOH.

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road, 15 Bancroft St, 1004 Summer St, 378 Main St

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

74 Crescent previously received complaint about the new building at which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued; McRae has already notified owner and Tom Mullen; see also ZBA notice July & August 2018.

**Re-Development:**

The Bai Hai property has been in the local newspapers concerning proposed redevelopment into an apartment building; see attached article. This was also placed on Zoning Board of Appeals Agenda.

**Food Establishments:**

Starbucks, Market St. Fire started in restroom – see email 8/25/18

Layan Ice Cream – Complaints on school property; see email 9/18/18

Food Code Regulations – DPH Request for Final Promulgation of Amendments to 105 CMR 590 – see memo 9/12/18

**Water:**

Lead Water Testing – see email Aug 21, 2018 and DPW notes 8/22/18. The BOH members expressed concern/school locations. Dr. Peinert concerned the schools are new why would new schools have lead. What is status access to these affected sinks/bubbler. McRae to find out more from DPW. If not cleared up soon, filtration?

LCWD – Newspaper article Aug 30, 2018

**Emergency Preparedness:**

The MA DPH announced Metro Region Planning Council is expected to take over sponsorship Oct 1, 2018; DPH previously announced that it will not renew the sponsoring organization contract with IIGL. Without a sponsoring organization the Region 3B HMCC deliverables are on hold. This impacts associated funding for Region 3B Coalition and the Medical Reserve Corps

(MRC).

Natural Gas Explosions – Lawrence, Andover, North Andover Sept 13, 2018; ongoing responses. McRae to volunteer in Andover on 9/29/18

**MEHA Conference:**

Yankee Conference Sept 19-21<sup>st</sup> in Portland ME. McRae attended; many sanitarian related topics including food, T5, emergency prep, and other env topics including salons/regs.

**Stormwater Management:**

The Town Engineer announced the new stormwater permit requirements (NPDES Permit) have been finalized. Department Head meeting to discuss each Department's role. Some tasks will require BOH involvement – See NOI, page 9 enclosed.

**Animal Inspector:**

Patricia Freedman had begun as Animal Inspector and is attending annual meeting next month with DAR.

DAR posted message 8/31/18 bird species, cormorants tested positive for Newcastle Disease

**DPH:**

Legionellosis cases in Hampton Beach, NH see email 8/31/18

**PeopleGIS:** The Town is seeking proposal from PeopleGIS to provide an on-line permitting program to accept Building Dept applications and is also reviewing proposal to expand for a BOH permitting suite. PeopleGIS notes in their opening letter "town staff to be involved at a high level". Time commitment to get program up and running. McRae notes the one BOH priority is if we could have the T5 Inspection Reports submitted on-line for public viewing and for a space for the BOH to upload the most recent septic permit/certificate, it would be a tremendous help and would not take that much to build this single piece. A Town decision is pending. However the Town is prioritizing the Building Dept applications software now. See updated memo's McRae to Town Admin and Town Engineer. Reiterated this at our meeting with PeopleGIS on Sept 10, 2018.

**Dept Head Meeting:**

Expected to attend 9/28/18 from 9am-12pm Mental Health Awareness Presentation and Training arranged by Town Admin

**Town Meeting Warrant** – See enclosed Oct 2018

**Private Well Regulations – Out of Order**

To be discussed at next meeting.

**Other Business**

**Next BOH Meetings: October 25, 2018, (none Nov) and December 6, 2018**

**Adjourn 8:25pm**

**Attachments:**

-Minutes of Thursday August 16, 2018



- Gmail between R. Beauregard and McRae August 31, 2018 re Lynnfield BOH public hearing – age 21
  - Notice to all retailers who sell tobacco
  - Legal Notice of meeting
  - Regulation of BOH restricting sale of tobacco products
  - Gmail Tobacco Control Funding September 10, 2018 from Beauregard
  - BOH Legal Notice 9/12/18 Lynnfield Villager
- Mass Dep Well water using BWI tool 8/1/18
  - Model BOH Regs for Private Wells given to BOH members 9/27/18
- 880 Summer Street
  - Certified letter to Attorneys Tucker and Doyle April 6, 2018 Notice of Hearing
  - Correction Order to Attorneys Tucker and Doyle April 6, 2018 Notice of Hearing including reg 410.750
  - Minutes of April 12, 2018 BOH mtg
- 584-590 Main Street
  - App for Disposal System Permit revision date 5/20/18
  - Memo from McRae to Gordon Rogerson re BOH mtg – August 15, 2018
  - Calculations of gdp flow
  - gmails between McRae and Mullen re extension August 20, 2018 – Sept 27, 2018
- 3 Zepaj Street
  - App for Disposal System Permit date 8/22/2017
  - Memo for Rogerson to McRae Plan Review September 26, 2018
- 4 Zepaj Street
  - App for Disposal System Permit date 8/22/17
  - Memo for Rogerson to McRae Plan Review September 26, 2018
- 5 Zepaj Street
  - App for Disposal System Permit date 8/21/17
  - Memo for Rogerson to McRae Plan Review September 26, 2018
- 6 Zepaj Street
  - App for Disposal System Permit date 8/28/18
  - Memo for Rogerson to McRae Plan Review September 26, 2018
- 83 Phillips Rd
  - Letter from Ken Burnham to McRae re Sanitary Disposal Plan for LCWD September 11, 2018
  - Memo from McRae to Burnham August 30, 2018
  - App for Disposal System Permit date Nov 2, 2017
  - Map with variance; addt'l maps and GIS
  - Gmail from Jim Persky to McRae July 26, 2018 mapped layout of Phillips Rd Phillips Tubular well field
  - Record of communication from Claire Golden 8/2/18 Septic plan briefing
- 571 Broadway
  - App for Disposal System Permit date Aug 23, 2018
  - Memo from McRae to Rogerson Sept 25, 2018 Plan review
- Green Street Lot 2, rear 571 Broadway
  - App for Disposal System Permit date Aug 23, 2018
  - Memo from McRae to Rogerson Sept 25, 2018 Plan review

-54 Oakridge Terrace

- App for Disposal System Permit date 6/14/05
- Gmail from Kristin to Reza and Peter Sept 26, 2018
- 15.204 increases in Design Flow with Notes 9/4/18 Clarification with MassDEP
- letter from Blaisdell to McRae August 17, 2018 Request to clarify as 4 bedroom
- Gmail from Blaisdell to McRae August 17, 2018 request from Reza to appear before Board
- site plan
- App for Disposal System Permit date 5/23/05
- Property Record Card
- 774 Summer St DSCP Calculated Flow
- Past clarification of code from Claire Golden, MassDEP - November 15, 2013

-70 Oakridge Terr

- plan app for Title V setback 09/17/18
- App for Disposal System Permit date 11/20/12
- proposal for addition from Ivaylo Vladov
- existing and proposed floor plan
- pictures of yard
- engineering plans 2/10/13
- BOH minutes Dec 13, 2012
- BOH minutes January 17, 2013

-Pillings Pond Water Samples

- G&L Labs 9/6/18
- G&L chain of custody record 8/29/18

-Flu clinic

- Upcoming dates
- Flu poster 10/5/18
- Walgreens immunization service agreement
- ffu clinic planning 2018 for Walgreens
- Memo to Sandy August 28, 2018 Flu clinic planning 2018

Mosquito Control

- Press Release by McRae, Printed in Lynnfield Villager 8/29/18

A Healthy Lynnfield

- Agenda August 22, 2018
- Agenda September 17, 2018
- MHOA Using LiveStories
- 9/13/18 letter from Crawford to Coalition members 50k Grant Coordinator

Health Director's Report, 9/27/18

Meeting Notice Town meeting October 15, 2018

- Curtin memo re Fall town mtg 9/6/18

1004 Summer St August 22, 2018 Gmail McRae to Roberto

Memo from McRae re 15 Ramsdell Way September 18, 2018

Gmail from Max McCarthy to McRae re fire in Starbucks 8/25/18

Gmail Sept 18, 2018 re ice cream truck on school property

Letter from Jane Ferguson re amendments to 105 CMR 590.000 Sept 12, 2018

Letter from Jane Ferguson re proposed revisions to 105 CMR 590.000 Oct 20, 2016



Lead Water Testing Issues – School Locations 8/22/18  
Gmail lead copper fact sheets Aug 21, 2018  
Lynnfield weekly News Aug 30, 2018 news article re LCWD  
Storm Water Mgmt – MS4 Permit, First Year Requirements  
MDAR Annual animal inspector mtg  
MDAR Aug 31, 2018 message re Newcastle disease  
Gmail August 31, 2018 re legionellosis cases  
Memo August 6, 2018 from McRae to Dolan PeopleGIS  
Memo September 10, 2018 from McRae Dolan PeopleGIS  
Gmail Mental health Awareness Sept 18, 2018 from Curtin  
Meeting Notice Board of Appeals Sept 25, 2018  
Letter from Ogren to Zoning Board of Appeals, 160 Moulton Dr, Sept 7, 2018  
Meeting Notice Board of Appeals Sept 11, 2018

**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, August 16, 2018**

**Present:**

**Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Richard Peinert, MD  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>Jay Kimball</b>	<b>618 Main Street</b>	<b>Attorney</b>
<b>Robert Rudowsky</b>	<b>12 Salem St.</b>	<b>Lynnfield Business Owner</b>
<b>Jennifer Decker</b>	<b>120 Locksley Rd</b>	<b>Lynnfield</b>
<b>Brian Hannon</b>	<b>23 Stiles Rd</b>	<b>Salem, NH Business Owner</b>
<b>Chris Sparages</b>	<b>57 Elmwood Ave</b>	<b>Saugus, MA Engineer</b>
<b>Ron Beauregard</b>	<b>36 Butler St</b>	<b>Tobacco Control</b>
<b>Gordon Rogers</b>	<b>Zepaj Dr – LCWD – Centre Plaza</b>	<b>Hayes Engineer</b>
<b>Patricia Fabbri</b>	<b>344 Pillings Pond Rd</b>	
<b>Mario Zepaj</b>	<b>58 Boston St. Middleton</b>	

**5:35 PM, BOH meeting called to order.**

**Minutes of Thursday, May 17, 2018: Motion to Approve 2:0  
Minutes of Thursday, July 19, 2018: Motion to Approve 2:0**

**Kernwood Liquors, 12 Salem St – Tobacco Sales Suspension Hearing**

Dr Peinert asked Robert Rudowsky, president of Kernwood Liquors about the 2 violations. Robert was the 1<sup>st</sup> and an employee was the 2<sup>nd</sup>. The fine was paid. He indicated he is looking into investing in a machine to ID fake ID's, but it is costly, though he will eventually get one (cost planning). Also, he had no violations selling liquor in the last 5 years. Dr. Iocco reiterates, 2 tobacco incidents in the last 24 months and none in the prior 3 years. Dr. Peinert asked if any one under 21 can come in. Robert ID's them at the door. Dr. McCausland asked Ron Beauregard if he had any concerns. Ron said the standard to card at age 40 is starting, implementing this; for of-state need picture license and 2 forms of ID. Dr. Peinert suggested there be a shortened 3 day suspension; BOH members agree. The owner is asked to select the days for the suspension; Sunday, Monday, Tuesday, September 9, 10, 11 were selected and he appreciated the BOH's leniency. The BOH agreed to these dates. Tobacco products cannot be visible or accessible. Kristin said at close on Saturday the case-products must be removed and not put back until the 12<sup>th</sup>. Dr. Peinert made a motion to shorten the suspension to 3 days. 2<sup>nd</sup> by Dr. Iocco. **Vote: 3:0**



### **Tobacco Control Regulations**

Tobacco age is going up in increments to 21 over a 3 year period. Dr. Peinert thought this would be confusing so we should hold hearing to change (Lynnfield Reg's). Dr. Iocco felt it was practical to go to 21. Age 21 and consider 40 the age not needing to ID; change 18 & 27. Kristin asks if we can change it to 21 at the next BOH meeting. 40 is the age to not be ID'd. She asks Ron for help with drafting reg's, legal notice, and cover letter to the establishments and Ron agrees. BOH agree, hearing will be Sept 27, 2018.

### **1004 Summer Street - TITLE 5**

McRae notes we sent a certified letter (regarding missed deadline for Title 5 report) and appears he signed for it. Dr. Peinert said to turn it over to the town counsel, cc town administrator and building inspector.

### **Preliminary Plan – Form B Application – 333, 339, 349 Summer Street**

Brian Hannon, applicant and developer is present. Chris Sparages, Engineer, said currently 8.25 acres, residential B lot, with 3 homes. Propose 9 new single family house lots. Soil conditions consistent. Dr. Iocco asked if every lot complies with acreage, >30,000 sq ft each. Dr. McCausland asked how many bedrooms. Answer anticipates 4. Dr. Iocco said new construction, no variances? A definitive plan has not yet been submitted; anticipate before the end of 2018.

### **584-590 Main St, Centre/Main St Plaza - TITLE 5 Local Upgrade Approval**

Gordie handed in the revised plan based on the latest comments. The client had met with Kristin. Gordie put out a bid to 11 contractors (need large equipment). None responded. It's not possible to get done this fall. He needs an extension of time and doesn't feel spring is a good time of year to start. Summer of 2019 would be drier. Gordie asked that Tom Mullen meet with client and his attorney. Kristin said still need to get the (revised) plan, which was just submitted today, approved. Should be on September BOH meeting. Dr. Iocco asked how to deal with the extension. Dr. McCausland reiterated the owner should write to the town counsel with a request for extension and when they will build.

### **Zepaj Lane Lot 1 – New Construction**

Kristin said she got the revised plans. Per Gordie a 4 bedroom dwelling is planned, with a drywell, (10' setback 25' leaching). It perked well, no variances required. Dr. Peinert made a motion to approve the revised plan for Lot 1 pending Kristin's review. **Vote: 3:0**

### **Zepaj Lane Lot 2 – New Construction**

Same basic as Lot 1; 4 bedroom and drywell. 1500 gal tank. Dr. Peinert made a motion to approve the revised plan for Lot 2 pending Kristin's review. **Vote: 3:0**

### **120 Locksley Road – Number of Bedrooms**

Kristin opened explaining the prior permit (1980) was for 4 bedrooms, the current (2005) for 3, and the septic tank is too close to Suntaug Lake (drinking water supply). She suggested a walkthrough of the house to count the rooms. If looking to change bedroom count should contact MASS DEP regarding the variance tank/Suntaug Lake. Jay Kimball said that Jerry Pezzella installed the system, quoted the owners 4 bedrooms. Why he put

3 bedrooms is unclear. Dr. McCausland asks what expansion in 2005? Owner indicates 4 bedrooms backside and took 2 bedrooms to greater room and put 2 bedrooms upstairs. Kimball wanted to replace the Title 5 Inspection report page with 4 bedroom design and actual. Kristin said this is not the appropriate way to handle it. The actual is 4 bedrooms but the design is still 3. Dr. McCausland said you can't correct a mistake with another mistake. Kimball said it is clearly a 4 bedroom, design wise. Dr. Peinert agreed in 1980 it was a 4 bedroom but the COC was not signed. Kristin said she would set up an appointment to view the house. She needs a room count and the Peabody water supplier needs to be notified as the tanks are near Suntaug, and notify the DEP since it encroaches on the lake; refer to 15.411 (5) enclosed. Dr. McCausland said the issue is the proper variance, not bedroom count. It will be addressed at the next BOH meeting in Sept.

### **83 Phillips Road, LCWD – Title 5 Local Upgrade Approval**

Claire Golden, Mass DEP, told Kristin the tanks should be taken out of that area. Ken Burnham had said the well field is not used. Would need a variance to put a septic system in Zone 1. McRae notes, need either 10 days notification to abutters or wellfield taken offline. Per MassDEP, notification is to the abutters, not all those serviced by the LCWD. A neighbor asked about nitrates and if there could be more effects if the well field is decommissioned.

### **Mosquito Control (taken out of order)**

Dr. Peinert mentioned West Nile Virus. As of August 2018, Lynnfield is considered moderate. Kristin drafted a press release to raise awareness. Dr. Peinert notes to add, use sunscreen 1st, DEET 2<sup>nd</sup>. Dr. McCausland said she is fine with the draft.

### **Other Business (taken out of order)**

Patricia Fabbri of 344 Pillings Pond Rd asked to speak. She is concerned about the health risk to residents of Pillings Pond. She said in some places the algae are ½" thick. She lives in cove area and notes accumulation in the cove. When it decomposes it has a noxious odor. It could be hazardous to people with asthma. Jet skis can aerate. Kristin said they test once/year and will be testing next week. She also said that Conservation treats the pond. Patricia also commented that fertilizer spilled on street also goes down storm drain. She is just looking to build awareness, though various Town Dept's, of the potential health risk and write awareness notice in newspaper. Kristin asked that she first obtain tests results (sampling next week) and then consider an awareness notice. Raise awareness, overall message.

### **Flu Clinic Awareness**

Dr. Peinert, Kristin, and Sandy met with Rob Dolan. Dr. McCausland was glad that Dolan looked at the cost in the revolving fund and noted cannot spend what is not in the account; and that it was not a unilateral decision by BOH but was based on available funding. McRae asked that Sandy create a draft, an outline of locations and doses; BOH members indicate need by the end of September, McRae suggests by Sept 15th. Also, it was approved for Sandy to go to a conference.

### **A Healthy Lynnfield**



Kristin noted that a \$50,000 grant salary for a substance abuse coordinator was approved. She questioned if that fell under the health dept. Could the coordinator be a nurse as their duties may overlap? BOH members suggest she express this to Dolan and Crawford.

### **Health Director's Report**

#### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5 has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. Prior meeting BOH members expressed drafting reg's to handle past mistakes may be too difficult or not appropriate and perhaps Frequently Asked Questions may be a better approach.

#### **Title 5:**

64 Pinehill Road – Received complaint from neighbor system overflowed & failed T5 6 yrs ago; see draft letter enclosed -Send draft letter

35 South Common St – Town owned land; request to waive BOH perc testing fee -Granted by BOH.

Grandview Estates – Received complaint soil cover over septic does not have erosion control – Weeds have been mowed but need to deal with conservation restrictions.

1059 Main St – Title 5 Passed but neighbors concerned about location on property; contacted MassDEP.

74 Oakridge Terr – T5 with lab report of well water; lab has pending revocation of certification

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road, 15 Bancroft St, 1004 Summer St, 378 Main St

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

74 Crescent previously received complaint about the new building at which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued; McRae has already notified owner and Tom Mullen; see also ZBA notice July & August 2018.

#### **Re-Development:**

The Bai Hai property has been in the local newspapers concerning proposed redevelopment into an apartment building; see attached article. This was also placed on Zoning Board of Appeals Agenda; see also Executive Summary of Traffic Impact Assessment and site sketch.

#### **Food Establishments:**

Plan Review for 735 Salem St, Church Kitchen – need to correlate seats to septic capacity

Salmonella Outbreak investigated Kitty's Rest, No Read; Lynnfield reviewed local cases

**Emergency Preparedness:**

The MA DPH announced that it will not renew the sponsoring organization contract with IIGL. Without a sponsoring organization the Region 3B HMCC deliverables are on hold. This impacts associated funding for Region 3B Coalition and the Medical Reserve Corps (MRC).

**MEHA Conference:**

Yankee Conference annual is being held Sept 19-21<sup>st</sup> in Portland ME. McRae requests attendance as there are many sanitation related topics including food and T5. No objections by the BOH members.

**LCWD:** The LCWD made a public drinking water notice after a raw water sample tested positive for E. coli. Subsequent testing did not reveal E. coli and no further action needed. There are septic systems at the edge of this well field however K Burnham of LCWD did not feel investigation of these septic systems is merited at this time.

A resident at 794 Lowell St has called the BOH due to ongoing intermittent discolored water; resident has contacted MassDEP and LCWD and wanted to bring this to our attention.

**Stormwater Management:**

The Town Engineer announced the new stormwater permit requirements (NPDES Permit) have been finalized and is holding a Department Head meeting to discuss each Department's role.

**Animal Inspector:**

The appointment of Patricia Freedman as Animal Inspector was completed by MA DAR. New hire paperwork will take place next week. Anticipate by Sept 2018 to have Patricia handling Animal Inspections – barn inspections and quarantine orders.

**PeopleGIS:** The Town is seeking proposal from PeopleGIS to provide an on-line permitting program to accept Building Dept applications and is also reviewing proposal to expand for a BOH permitting suite. PeopleGIS notes in their opening letter "town staff to be involved at a high level". Time commitment to get program up and running. McRae notes the one BOH priority is if we could have the T5 Inspection Reports submitted on-line for public viewing and for a space for the BOH to upload the most recent septic permit/certificate, it would be a tremendous help and would not take that much to build this single piece. A Town decision is pending. However the Town is prioritizing the Building Dept applications software now. See updated memo's McRae to Town Admin and Town Engineer.

**Goals and Fees:** R Dolan requested all Dept Head meet with him to discuss our goals and dept fees. We previously submitted for this request in May 2018 – See outline of research of area towns' fees and our 2018-19 Goals. He felt these were good. He said this was an informal meeting and he thanked me. Since then the MassDEP has released the Model Reg's for Local BOH to adopt concerning Private Wells. Suggest we review these and hold public hearing on these regulations. Private Well Reg's, BOH members agree shall be placed on the Sept Agenda.



**Next BOH Meeting September 27, 2018**  
**Adjourn 8:15 pm**

**Attachments:**

- Minutes of Thursday May 17, 2018
- Minutes of Thursday July 19, 2018
- Kernwood Liquors
  - certified letter to Robert Rudowsky from Kristin McRae August 3, 2018
  - Letter from Ronald Beauregard to Kernwood Liquors April 23, 2018
  - ticket #01271
  - letter to Clerk Magistrate from Rudowsky April 27, 2018
  - request for records – from Rudowsky - paying fine ahead of time
  - ticket #01271 paid \$300 check #3746
  - signed certified letter delivery notice rec'd at BOH August 13, 2018
- Tobacco Control regulations
  - Gmail from Beauregard 8/8/18 newly passed law raising minimum legal sales age to 21
  - Advocate newspaper article August 3, 2018 – governor signs bill
- 1004 Summer St.–letter to Michael Jones from McRae August 1, 2018 –missing Title V
  - signed, certified letter delivery notice August 4, 2018
- Preliminary Plan, Form B Application, Road A 333, 339, 349 Summer St Letter from Chris Sparages to McRae July 30, 2018
  - Form B Application to Trudy Reid from Sparages – July 30, 2018
- DSCP for 584-590 Main St, 11/8/17
  - Flow per unit – rec'd BOH July 24, 2018
  - Memo to W. Gordon Rogerson from McRae August 15, 2018 re Aug 16, 2018 BOH mtg
  - Local Upgrade Approval – list on plan 1-5
  - Minutes from Feb 15, 2018 re 584-590 Main
  - Center Court – Main St flows -4, 651 gpd
  - Gmail from McRae to Lauren Usilton Aug 14, 2018 re FAST system
- Lot 1 Zepaj Lane
  - memo from McRae to Rogerson August 10, 2018 - plan review comments
- Lot 2 Zepaj Lane
  - memo from McRae to Rogerson August 10, 2018 - plan review comments
- 120 Locksley Rd
  - Gmail from Kimball to McRae re BOH agenda July 24, 2018
  - DSCP 3/5/05
  - Plan Excerpt dated Feb 28, 2005
  - As in ground plan – Barbagallo
  - DSCP 2/20/80
  - 15.204 Increases in design flow to system
  - MassGIS's online mapping
  - 15.411 Process for seeking a variance
  - Unofficial Property Record Card
  - Title 5 Inspection Report page 6 section C and D 5/11/18

- Code Excerpt Setbacks Surface Water Supply
- Title 5 Revised Page- 5/11/18- rec'd during meeting
- 83 Phillips Rd
  - DSCP Received July 6, 2018
  - Variance listed on plan
  - Excerpt map plan
  - MassGIS's online mapping
  - Gmail from James Persky to McRae July 26, 2018 including well fields
  - Record of Communication 8/2/18 with Claire Golden, MassDEP
- Flu Clinic planning 2018
  - Memo McRae to Sandy to make an outline
  - Fluzone purchase cost and vaccine reimbursement from Sandy to Kristin
  - Munis report revolving acct through June 30, 2018
  - Walgreens Immunization Service Agreement
- Mosquitos and Ticks August 2018 from MA DPH
  - McRae Draft Press Release Mosquitoes and Ticks August 2018
  - Health and Human Services – WNV risk map
  - NEMMC Press Release to Eagle Tribune Publishing from Roy Melnick Aug 14, 2018 for publishing; Cancellation of Aerial Application on Coastal salt Marshes
  - Arbovirus Surveillance program Report 8/5/2018 to 8/11/2018
- Advocate article July 27, 2018 50k for substance abuse coordinator
  - Advocate article 7/27/18 Opioid crisis still a concern
- Director's Report for BOH meeting Thursday 8/16/18
- Draft Letter from McRae to Ronald Gigliello August 16, 2018
- DSCP 35 South Common St – waive fee – rec'd Aug 15, 2018
- 15 Ramsdell Way Complaint Log 8/12/18
  - memo July 26, 2018 to Said Abu-Zahra from McRae septic system/reserve area
  - Gmail from Residents of Grandview Estates Aug 8, 2018 with photo
  - Gmail from Residents of Grandview Estates Aug 12, 2018 with-photos
- newspaper article re planning Board and Bali Hai; also Boston Clear Water
- Advocate newspaper article August 3, 2018 re Moulton Drive Apartment project
- Traffic impact assessment Executive Summary with drawings
- Gmail from Kerin Milesky Jul 27, 2018 DPH OPEM Update Regions 3 Stakeholders
- MEHA/Connecticut Environmental Health Association 2018 Yankee Conference
- Gmail from Charlie Richter storm water permit Aug 6, 2018
- MassDEP version of BWI tools and Private Well Guidelines
- MassDEP Public Notice Certification, LCWD, July 26, 2018
- Drinking water notice rec'd July 25, LCWD
- record of Communication Ken Burnham and McRae 7/27/18
- MassGIS mapping tool, wellfield between 1140 and 1218 Main St
- property record card for 1140 Main St
- MDAR certificate of registration for animal inspector April 18, 2018
- memo from McRae to Dolan PeopleGIS BOH module for title 5 August 6, 2018
- memo from McRae to Dolan PeopleGIS Permitting software August 6, 2018



**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, July 19, 2018**

**Present:**

**Richard Peinert, MD  
Rocco Iocco, DMD, Member  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>Peter Blaisdell</b>	<b>Williams &amp; Sparages</b>	<b>Engineer</b>
<b>Ron Beauregard</b>	<b>20 Main St, Andover</b>	<b>Tobacco Control Program</b>
<b>Jay Kimball</b>	<b>618 Main</b>	<b>Attorney</b>
<b>Jerry Pezzella</b>	<b>780 Main</b>	<b>Installer</b>
<b>Pasquale DeLeo Jr</b>	<b>155 Locksley Rd</b>	<b>Resident</b>
<b>David McKeough</b>	<b>33 Pillings Pond Rd</b>	<b>Homeowner</b>
<b>Leanne Gardiner</b>	<b>774 Summer St</b>	<b>Resident/homeowner</b>
<b>Ken Gardiner</b>	<b>774 Summer St</b>	<b>Resident/homeowner</b>
<b>Jim Kavanaugh</b>	<b>41 Lakewood Rd</b>	<b>Engineer</b>
<b>George Rollins</b>	<b>126 Depot Rd, Boxford</b>	<b>well contractor</b>
<b>Peter J. Ogren</b>	<b>603 Salem St. Wakefield</b>	<b>Engineer</b>
<b>Jon Whyman</b>	<b>33 Pillings / 33 beechwood</b>	<b>GC</b>
<b>Chris Terfry</b>	<b>18 Doncaster Circle</b>	<b>Homeowner</b>
<b>Paul Young</b>	<b>44 Lakewood Rd</b>	
<b>Joe Bradigan</b>	<b>774 Summer St</b>	

**5:42 PM, BOH meeting called to order.**

**Minutes of Thursday, May 17, 2018: Tabled to next month**

**Kernwood Liquors, 12 Salem Street – Tobacco Sales Suspension Hearing**

Tabled and moved to August BOH Meeting - Owner didn't come to meeting; unclear if notified, verbal only.

**880 Summer Street – Housing, Continued**

Per Kristin, tenants attorney wants to postpone until after the separate court hearing.  
Tabled until September.

**155 Locksley Rd – TITLE 5 Local Upgrade Approval**

McRae notes there are 2 variances and the plan will need updating.

Jerry Pezzella explained the back yard is bedrock, undesirable fill. This will get rid of cesspools, looking to move to front yard, 22' from catch basin. Won't meet setback to catch basin or Suntaug Lake. The cost to install in the back would be twice as in the front. Kristin said should have 100' setback for a drain to water supply. McRae asked the owner to express whether doing this for addition or pool. Owner responded he thought the septic (cesspool) needed to be compliant. Trying to do some upgrades, proactive. His kids play in the back yard. Prefer not to have a cesspool in the back yard. A bigger kitchen is a possible future project. Cost of a new system in back yard almost

double from the front yard. Dr. Iocco questioned that the house is a 3 bedroom with no plans to increase. He was concerned it only has 23' to the catch basin. McRae notes to install a barrier down to catch basin and beyond. Jerry Pezzella agreed. Owner states not adding any bedrooms; McRae asks how many rooms are there now; owner replied 1<sup>st</sup> floor: kitchen, sunroom, living, dining, 3 bedrooms and an office; basement has living room (no ejector pump). Dr. Peinert motions for plan approval contingent 155 Locksley give a 3 bedroom deed restriction, provide here is a barrier and add 2<sup>nd</sup> variance on plan.  
**Vote: 2:0**

#### **683 Walnut Street – TITLE 5**

McRae said it was taken care of; evaluated and letter sent.

#### **41 Lakewood Road – TITLE 5 Local Upgrade Approval**

Jim Kavanaugh, engineer, commented there is a failed cesspool system. It is a tight site. If moved to back of yard, move grading, additional variances will come into play. He is not asking for ground water variances. Dr. Iocco made a motion to accept the plan with 4 variances as listed on plan. Dr. Peinert 2<sup>nd</sup>.

**Vote: 2:0**

#### **33 Pillings Pond – New Construction**

McRae had questions about the basement. She said calculations for an ejector flow was needed as the basement was going to have a bar (sink), steam room, bathroom and a massage room. McRae also concerned about whether having a massage room would be in conflict with state Reg's on massage. Dr. Peinert commented that currently it was non livable and he wanted information about the massage room sent by David McKeough's, the owner's, attorney. Dr. Iocco said the lot was .69 acres and the house was 4900 sq ft. with 4 bedrooms. Kristin responded if 14 rooms then need a 4 bedroom deed restriction. Dr. Iocco said we accept the septic plan as submitted, with ejector plan info, and 4 bedroom deed restriction, and a statement from the attorney about the massage room.

**Vote: 2:0**

#### **1004 Summer Street - TITLE 5**

No one present. Dr. Peinert requested Kristin send another certified letter saying he can't occupy it until he sees the BOH. If he doesn't sign for it then have the Constable deliver it.

#### **18 Doncaster Circle - TITLE 5**

Title 5 report for property transfer received at BOH months late. McRae is concerned about cesspool depth to ground water. The 1<sup>st</sup> inspector passed the cesspool but the 2<sup>nd</sup> inspector failed the system. The inspectors are licensed by the DEP. Dr. Peinert agreed that Kristin should let the DEP know there was a conflict in the report. Kristin commented that the new owner is proactive.



## **2 Kimberley Terr - Potable Well Application**

George Rollins, installer, drilled without a BOH permit. There was a miscommunication with Charlie Richter of DPW, as he interpreted the message the permit was all set to mean not just access but drilling. Owners reason for well is pressure level and stains. McRae notes with this project should look at:

1. water well completion report
2. pumping test
3. water quality report –

George Rollins commented these have been done, no bacteria, no nitrates, not hard, doesn't need filtration and he handed McRae the reports.

Dr. Peinert asks that they do not cross connect (well with LCWD supply).

Kristin asked that the plumber notify the BOH when it is disconnected from LCWD.

Dr. Peinert made a motion to approve the variance to 119' from well to the on-site septic.

Dr. Iocco 2<sup>nd</sup>.

**Vote 2:0**

## **584-590 Main St, Centre/Main St Plaza - TITLE 5 Local Upgrade Approval**

McRae asked to refer to the June 20, 2018 Gmail sent to Peter Ogren and Gordie Rogerson which summarizes what was still required. Peter commented that he did ask the owner but the client still has not given him info on tenants/space utilized. Kristin asked that the storm drains be listed by category so the variances could be determined. Peter replied that he felt the open and subsurface drains were obvious. Kristin insisted the drains be circled/labeled to show which ones trigger which of the variances. Dr. Iocco said Attorney Mullen should be included and a deadline of Sept. Dr. Peinert said Kristin should send a registered letter to the owners saying what we want and the time frame. It will be added to the August agenda.

## **1065 Summer St (Lot 2) – new construction**

The A+R (approval not req'd) was signed by the planning board. Not certain if recorded yet. Per Peter Ogren, they did perc tests, no variances required. The plan says 5 bedrooms. Need a new application as the filed application is for 4 bedrooms; revise cost \$550 for a 550 flow (\$200 plan review + \$350 permit). Dr. Peinert made a motion to approve the plan pending information supplied, a new application, and no conflict with planning. **Vote 2:0**

## **2 Pyburn Road(Lot 1) – new construction**

Same motion as 1065 Summer St above. **Vote 2:0**

## **6 Elmwood – TITLE 5 Local Upgrade Approval**

4 bedroom permit had lapsed, never installed. They are submitting another 4 bedroom application. Luke Roy, engineer, stated the back yard is the only feasible location for a leaching field. The tank would be in the front, 18' from the drain, not 100' as required. Dr. Iocco asked if there had ever been a situation where it was that close to the drain? Dr. Iocco made a motion to accept the plan as submitted for 4 bedrooms and variances as on the plan.

**Vote 2:0**



### **5 Laurel Road – TITLE 5 Local Upgrade Approval**

Per Luke Roy, it's very tight and the water table is deep. He is looking for a variance to foundation and water table. Jerry Pezzella said the cesspool there now is in complete failure. There is currently a daycare there. Luke believes there are 10 children, 2 staff, 10 gal/day/person. Kristin asked that they look at water usage record and be sure it doesn't exceed the flow. Dr. Peinert moved they accept the variance pending water usage records for last 3 years. 2<sup>nd</sup> by Dr. Iocco.

**Vote 2:0**

### **774 Summer Street – TITLE 5 Local Upgrade Approval**

Peter Blaisdell said there is a failed septic system, a hydraulic failure. In 2005, a 2 bedroom system was installed but designed for 4 bedroom capacity. It was used as a 3 bedroom when the owner bought it. They are asking the BOH to grant 3 bedroom. Kristin said they are getting revised plans and a revised application from Peter. Per Kristin they eliminated 1 variance but still have 1. Dr Iocco made a motion to accept the new design plan with deed restriction of 3 bedrooms and setback of 10'9".

**Vote 2:0**

### **33 Beechwood – TITLE 5 Local Upgrade Approval and new construction**

Per Jon Wyman it was a repair to an old system and sold as a 3 bedroom. He submitted new plans with a variance to catch basin and shows a reserve area. Kristin asked for the floor plans. 6 rooms total, adding family room on back, so 7 rooms okay. Dr. Peinert said he has no objections. Capture the variance to catch basin on the as-built plan. Dr. Iocco made a motion to approve the building and septic permits with variance as noted.

**Vote 2:0**

### **83 Phillips Road, LCWD – TITLE 5 Local Upgrade Approval**

Peter Ogren said it currently has an alternative system setup, chemical toilets. They are looking to upgrade to a septic system with regular toilets that will pump to the top of the hill. CMR 15.211 Variance is 15.410-15.415. Dr. Peinert questioned why after all these years and where is the money coming from? Jay Kimball said there are more employees now and they have a separate budget. It was determined they should hold a public hearing for the board to grant the variance and send to DEP for approval. Dr. Iocco made a motion to empower Kristin to advertise hearing, if advertising is required. LCWD to notify abutters; unclear which abutters or 100' from activity. Kristin said she would look to Mass DEP and Tom Mullen for guidance as to how to process this type of variance and what type of public notice for abutters.

### **Flu Clinic Planning**

Currently there is a shortfall in revolving account limiting the number of clinics we can hold. Dr. Peinert said to put in an additional \$10,000 in the budget for next year or let Walgreens run it. It was noted there was a negative notice on the school website about the vaccine shortfall last year. Dr. Peinert said if it is still there to send a hardcopy to Dolan. Kristin again commented that it is not cost effective to run clinics (vs vendor). High dose for over 65 costs a lot more which is another factor in why we can only buy fewer doses. Outcome: purchase 100 High Dose and 25 Reg to cover the Senior Center as our priority. Children's clinics will be run using state-supplied free vaccine. Hire outside vendor for other clinics. Otherwise, general public should consider getting it at their primary care. Kristin and Dr. Peinert will work on public message.



### **Animal Inspector Nomination**

Patricia Freedman's nomination was discussed. She had good references and was knowledgeable but there were concerns that her medical SSDI may be a factor; though job does not generally involve heavy lifting. Dr. Peinert nominated Patricia Freedman for animal inspector. **Vote 2:0**

### **A Healthy Lynnfield**

Kristin attends the monthly meetings.

### **Health Director's Report**

Date: June 2018 Notes for Director's Report for BOH Meeting Thursday 6/21/ 2018:

#### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

6 Elmwood: Property sold. Perc test conducted, awaiting a design plan.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5 has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. Last meeting BOH members expressed drafting reg's to handle past mistakes may be too difficult or not appropriate and perhaps Frequently Asked Questions may be a better approach.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system; repaired and placed back on-line. However MassDEP issued notice of non-compliance with failure to submit permit renewal application for groundwater discharge permit.

Received a complaint of break-out at 37 Doncaster Circle – Sent owner a letter.

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road

15 Bancroft St

1004 Summer St

378 Main St

46 Pillings Pond Road

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

74 Crescent previously received complaint about the new building at which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued; McRae has already notified owner and Tom Mullen; see also ZBA notice of hearing for July 10, 2018.

**Open Space and Recreation Plan:** Betty Adelson is a member of the Open Space & Recreation Plan Committee and asked that the BOH help with the revisions of the 2010 plan that expired; specifically to update Part G Environmental Problems, Septage.

**21E Site Release Notification Form:** 8 Broadway, Gulf Station a release tracking notification form was sent to BOH with tracking # 3-34834 for 100

gallons gasoline, sudden release on 3/14/18. However this release tracking number is not showing on the MassDEP website.

**MassDEP:** Sent Local Boards of Health annual information of interest and reminder of annual forms for submission and inventory of all public water systems.

Emerging contaminants, PFAS which are man-made chemicals that do not have enforceable federal standards, have been reviewed by MassDEP for proposed expanding upon EPA Health Advisory. MassDEP has made 2 recommendations 1) consumers in sensitive subgroups not consume water above 70ppt and 2) public water suppliers take steps to lower levels to below 70ppt for all consumers. See also enclosed MassDEP Fact Sheet PFAS and the DPH Fact Sheet PFOS and PFOAs in Drinking Water

Classification of Saugus River and Tributaries: Rick Dawe of Lynn Water and Sewer has asked the MassDEP Drinking Water Program to give clarification on whether or not the Saugus River and tributaries are subject to Zone A protection including Pillings Pond, Beaver Dam Brook and Lake Quannapowitt – an answer is pending.

**LCWD:** Two notices – fluoridation equipment reactivated and effective June 1, 2018 fluoride was reinstituted into the drinking water. Water ban restricting outdoor watering.

**Emergency Preparedness:**

Region 3B working on next round of work-plans for MA DPH grant. A Gap analysis was funded by Region 3B to identify areas our each communities emergency dispensing site (EDS) plan for improvement. Received a report, June 2018, narrative report and review which gave Lynnfield high remarks for meeting objective of standing up and operating and EDS and gave recommendations to make the EDS document read more like a plan to follow the flow in the new guidelines. Social Media addition to the EDS is expected. Job postings for a Planner and Coordinator are underway for Region 3B. David Nichols of the Medical Reserve Corps (MRC) has announced his retirement and the MRC will be posting for a replacement.

**Food Establishments:**

Plan Review for 735 Salem St, Church Kitchen

Roxy's Grilled Cheese at Market Street closing June 16, 2018

**MA DPH:** Cooperative agreement to offer assistance in foodborne disease investigations to local boards of health – DPH letter sent May 29, 2018  
Arbovirus Surveillance and Response Plan – DPH has issued the 2018 plan  
Special Commission on Local and Regional Public Health – tasked to “assess the effectiveness and efficiency of municipal and regional public health systems and to make recommendations regarding how to strengthen the delivery of public health services and preventative measures”.

**Application Review Process:** At the request of Town Administrator Rob Dolan, a meeting was held with Dr. Peinert and McRae to discuss inter-department coordination for hours available for the public to navigate through the Building application process. McRae provided an outline of suggestions; see attached. Subsequently at the request of R Dolan two meetings have been held with McRae and Building Dept. R Dolan requires that the BOH have on Mon and Tues (and starting July 1<sup>st</sup> Wed) office hours 10-11am for technical assistance with Building project applications. McRae expresses that its not the



1 hour per each of those days but the time of day being 10-11am that will affect work flow at the BOH (ex: perc test could not start earlier than 11am unless have an alternate person for coverage. Two perc tests on same day would be unlikely given this time constraint unless have an alternate person for coverage).

**PeopleGIS:** The Town is seeking proposal from PeopleGIS to provide an on-line permitting program to accept Building Dept applications and is also reviewing proposal to expand for a BOH permitting suite. PeopleGIS notes in their opening letter "town staff to be involved at a high level". Time commitment to get program up and running. McRae notes the one BOH priority is if we could have the T5 Inspection Reports submitted on-line for public viewing and for a space for the BOH to upload the most recent septic permit/certificate, it would be a tremendous help and would not take that much to build this single piece. A Town decision is pending.

**Vacation:** McRae has 22.5 hours to use by June 30, 2018 or make request to carry over to July which starts the next fiscal year.

### **Health Director's Report**

Date: July 2018 Notes for Director's Report BOH Meeting Thurs 7/19/ 2018:

#### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5 has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. Prior meeting BOH members expressed drafting reg's to handle past mistakes may be too difficult or not appropriate and perhaps Frequently Asked Questions may be a better approach.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system; repaired and placed back on-line, initial elevated levels expected, monthly operations reports.

64 Pinehill Road – Received complaint from neighbor system overflowed & failed T5 6 yrs ago

Grandview Estates – Received complaint soil cover over septic does not have erosion control

74 Oakridge Terr – T5 with lab report of well water; lab has pending revocation of certification

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road, 15 Bancroft St, 1004 Summer St, 378 Main St

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

74 Crescent previously received complaint about the new building at which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued; McRae has already notified owner and Tom Mullen; see also ZBA notice July & August 2018.

**Misc Complaint:** Neighbor 4 Locksley Rd complained of trees & mold; refer to Tree Warden



**MassDEP:**

Classification of Saugus River and Tributaries: Rick Dawe of Lynn Water and Sewer has asked the MassDEP Drinking Water Program to give clarification on whether the Saugus River and tributaries are subject to Zone A protection including Pillings Pond, Beaver Dam Brook and Lake Quannapowitt – an answer is “Correct on anything upgradient of the diversion”.

**LCWD:** Two notices – fluoridation equipment reactivated and effective June 1, 2018 fluoride was reinstituted into the drinking water. Water ban restricting outdoor watering.

Received a complaint resident on Lowell St, recurring discolored water.  
2017 Consumer Confidence Report Cert for LCWD – Mailing received 6/29/18

**LWD:** Received a complaint resident Market St Apts chlorine levels in water.  
2017 Consumer Confidence Report Cert for MRWA Water Communities – Mailing 6/27/18

**Emergency Preparedness:** Contact List missing Dr. Peinert from HHAN – see attached.

Region 3B working on next round of work-plans for MA DPH grant. A Gap analysis was funded by Region 3B to identify areas our each communities emergency dispensing site (EDS) plan for improvement. Received a report, June 2018, narrative report and review which gave Lynnfield high remarks for meeting objective of standing up and operating and EDS and gave recommendations to make the EDS document read more like a plan to follow the flow in the new guidelines. Social Media addition to the EDS is expected. Job postings for a Planner and Coordinator are underway for Region 3B. David Nichols of the Medical Reserve Corps (MRC) has announced his retirement and the MRC will be posting for a replacement.  
Governor Baker declared Hurricane Preparedness Week, July 15-21, 2018

**Food Establishments:**

Plan Review for 735 Salem St, Church Kitchen – need to correlate seats to septic capacity

A Fork in the Road – residential kitchen application under review – produce & spices

Roxy's Grilled Cheese at Market Street has closed.

Bali Hai, redevelopment plans were in the local newspapers.

Salmonella Outbreak investigated Kitty's Rest, No Read; Lynnfield reviewed local cases

**MA DPH:** Cooperative agreement to offer assistance in foodborne disease investigations to local boards of health – DPH letter sent May 29, 2018  
Arbovirus Surveillance and Response Plan – DPH has issued the 2018 plan  
Special Commission on Local and Regional Public Health – tasked to “assess the effectiveness and efficiency of municipal and regional public health systems and to make recommendations regarding how to strengthen the delivery of public health services and preventative measures”.

**Application Review Process:** At the request of Town Administrator Rob Dolan, a meeting was held with Dr. Peinert and McRae to discuss inter-department coordination for hours available for the public to navigate through the Building application process. McRae provided an outline of suggestions; see attached. Subsequently at the request of R Dolan two meetings have been



held with McRae and Building Dept. R Dolan requires that the BOH have on Mon and Tues (and starting July 1<sup>st</sup> Wed) office hours 10-11am for technical assistance with Building project applications. McRae expresses that its not the 1 hour per each of those days but the time of day being 10-11am that will affect work flow at the BOH (ex: perc test could not start earlier than 11am unless have an alternate person for coverage. Two perc tests on same day would be unlikely w/this time constraint unless have an alternate for coverage).

Linda has agreed to change hours from Fri to Wed so we will have coverage M-Thurs.

**PeopleGIS:** The Town is seeking proposal from PeopleGIS to provide an on-line permitting program to accept Building Dept applications and is also reviewing proposal to expand for a BOH permitting suite. PeopleGIS notes in their opening letter "town staff to be involved at a high level". Time commitment to get program up and running. McRae notes the one BOH priority is if we could have the T5 Inspection Reports submitted on-line for public viewing and for a space for the BOH to upload the most recent septic permit/certificate, it would be a tremendous help and would not take that much to build this single piece. A Town decision is pending. However the Town is prioritizing the Building Dept applications software now.

**Goals and Fees:** R Dolan requested all Dept Head meet with him to discuss our goals and dept fees. We previously submitted for this request in May 2018 – See outline of research of area towns' fees and our 2018-19 Goals. He felt these were good. He said this was an informal meeting and he thanked me.

#### **Other Business -**

Office hours. Two signs discussed. Dr. Iocco notes it is harder to read the sign with technical hours listed; selected the other sign for posting.

#### **Correspondence**

**Next BOH Meeting August 16, 2018**

**Adjourn 8:55pm**

#### **Attachments:**

- Minutes of Thursday May 17, 2018
- Request for Records – Kernwood Liquors
  - Notice of Violation Ticket # 01271
  - Certified Mail May 21, 2018 – Notice of Public Hearing
  - Record of Communication re ticket #01271 5/24/18
  - Letter to Clerk Magistrate April 27, 2018
  - Letter from R. Beauregard to Kernwood Liquors April 23, 2018
  - Certified mail receipt 5/23/18
- 880 Summer Street
  - Certified Mail April 6, 2018 – Notice of Public Hearing
  - Certified Mail April 6, 2018 – Correction Order
  - Minutes of Thursday April 12, 2018
- 155 Locksley Rd
  - Gmail response to Luke Roy from McRae June 19, 2018

- Rec of Communication to Davis Scribner 6/18/18
- email from Luke Roy May 17 re catch basin drains
- Memo from McRae to Luke Roy Septic Disposal Replacement Plan – May 17, 2018
- 683 Walnut St
  - Letter from Gordon Rogerson to McRae June 19, 2018
  - Title 5 - 4/24/18 – Needs further evaluation
    - Section B
    - Section D
    - Title 5 sketch
- 41 Lakewood Rd
  - App for DSCP May 24, 2018
  - Variance request from James Kavanaugh
  - Plan View Drawing
- 33 Pillings Pond Rd
  - App for DSCP 4/5/18
  - Memo to Serwatka from McRae June 18, 2018
  - Site Plan
- 1004 Summer St
  - Letter to Michael Jones from McRae May 21, 2018
- 18 Doncaster Circle
  - App for Perc Test June 18, 2018
  - Letter to Nardone from McRae February 8, 2018
  - Title 5 6/30/17, Passes by Nardone
  - Title 5 4/21/18, Fails by Dynan
- 2 Kimberly Terrace
  - Letter to Rollins from McRae June 18, 2018
  - App for well drilling license Charles Rollins Co. May 14, 2018
  - App for permit to install well 5/11/18
  - Site Drawing
  - Mass GIS map
- Centre/Main St Plaza
  - Gmail to Peter Ogren and Gordie Rogerson from McRae Jun 20, 2018
  - Minutes from Feb 15, 2018 mtg pertaining to 584-590 Main St
  - Memo to Gordie Rogerson and Peter Ogren from McRae January 9, 2018
- Flu Clinic Planning 2018
  - letter to Sandy from McRae 5/21/18
  - Planning for 2018 flu clinic from Sandy 6/12/18
  - Reservation Confirmation for 2018-2019 with Sanofi Pasteur
  - State Contract for Flu vaccine 3/2/18
  - Article of effectiveness of MF59-adjuvanted vaccine rec'd June 19, 2018
- A Healthy Lynnfield
  - Agenda June 18, 2018
  - Memo Re Preservation of evidence in Opioid Litigation May 18, 2018
- Health Director's Report, 6/21/18
  - Gmail from Program Director MassDEP June 7, 2018
  - drinking water guideline to Paul Locke 6/11/18 ORSG for 5 PFAS
  - Gmail from Richard Dawe to Bruce Bouck June 19, 2018
  - Gap Analysis for Lynnfield, MA June 2018
  - Gmail from Joanne Petro June 11, 2018 Social Media Protocol



- Region 3B Greater Lawrence Public Health Coalition Coordinator
- Public Health Emergency Preparedness Planner
- Memo from Larry Madoff re Assistance by MDPH in foodborne disease investigations May 29, 2018
- Mass Arbovirus Surveillance and Response Plan
- Memo from McRae to applicant on Board of Appeals Agenda May 17, 2018

Meeting Notice Board of Appeals June 5, 2018 received May 15, 2018

Meeting Notice Board of Appeals July 10, 2018 received June 19, 2018

**Attachments:**

- 1065 Summer St
  - App for DSCP 6/13/18
  - Memo to Gordie and Peter from McRae July 18, 2018
- 2 Pyburn Rd
  - App for DSCP 6/13/18
  - Memo to Gordie and Peter from McRae July 18, 2018
- 6 Elmwood Rd
  - Memo to Luke Roy from McRae July 11, 2018
  - App for DSCP June 28, 2018
  - variances
  - App review of plan-application for Title V 7/18/18
- 5 Laurel Rd
  - Memo to Luke Roy from McRae July 11, 2018
  - App for DSCP 6/30/18
  - variances
- 774 Summer St
  - App for DSCP 7/12/18
  - Memo to Blaisdell from McRae July 11, 2018
  - Letter to McRae from Williams & Sparages July 15, 2018
  - App for DSCP upgrade 9/12/05
  - Variances
  - Title 5 D. System Information November 3, 2011
- 33 Beechwood Rd
  - Gmail request, from Kimball to McRae, to be added to agenda July 12, 2018
  - Memo to Serwatka from McRae June 26, 2018 Sewage disposal site plan
  - App for DSCP 5/7/18
  - App for DSCP 2/4/83
  - App for Title V and Setback May 21, 2018
  - Building permit app May 29, 2018
- 83 Phillips Rd
  - App for DSCP rec'd July 6, 2018
  - Memo to Claire Golden July 10, 2018 re Sanitary Disposal Plan
- Flu Clinic Planning –Notes for BOH mtg 7/19/18
  - flu clinic planning 2018 addressed to Sandy
  - Munis report revolving acct rec'd 6/26/18
  - Sequirus Info Sheet on FLUAD
  - 2018-2019 Influenza Vaccine Allocation June 27, 2018
- Job Posting animal Inspector April 2018
  - letter from Patricia Freedman to McRae May 7, 2018
- Meeting Notice A Healthy Lynnfield July 16, 2018

- Health Directors Report 6/21/18
- Health Directors Report 7/19/18
- Gmail correspondences from McRae to Bruinsma July 6 – July 13, 2018
- Letter to BOH July 13, 2018 from W. Bruinsma
- 2017 Water Quality Data
- PWS ID #3164001 from LCWD
- System Logins for partners – DPH's online emergency reporting
- Comm of Mass proclamation hurricane preparedness week
- Newspaper article Lynnfield Villager July 4, 2018 Residents hear Bali Hai apartment plan
- email to Dolan and Peinert May 1, 2018 Regarding 2018-19 Goals
- BOH fee schedule review of towns
- Memo Board of Appeals Agenda July 10, 2018
- Memo Board of Appeals Agenda July 10, 2018 74 Crescent Ave
- Mtg Notice Board of Appeals July 10, 2018
- newspaper article Lynnfield Advocate Abutters against Boston Clear Water July 13, 2018
- Mtg Notice Board of Appeals August 7, 2018



# MEETING NOTICE TOWN OF LYNNFIELD

Town Clerk Date Stamp

**Board/Committee Name:** Lynnfield Board of Health

**Day/Date:**

Thursday  
(Day)

June 21, 2018  
(Date)

Cancelled  
No Quorum

**Time of Meeting:**

5:30 PM

**Location:**

Town Hall, 55 Summer Street

## AGENDA

1. Regular Meeting of the Board of Health Call to Order
2. Minutes of Thursday May 17, 2018
3. Kernwood Liquors, 12 Salem Street - Tobacco Sales Suspension Hearing
4. 880 Summer Street – Housing, Continued
5. 155 Locksley Road – Title 5 Local Upgrade Approval
6. 683 Walnut Street – Title 5
7. 41 Lakewood Road– Title 5 Local Upgrade Approval
8. 33 Pillings Pond – New Construction
9. 1004 Summer Street– Title 5
10. 18 Doncaster Circle – Title 5
11. 2 Kimberly Terr – Potable Well Application
12. 584-590 Main St, Centre/Main St Plaza – Title 5 Local Upgrade Approval
13. Flu Clinic Planning
14. Animal Inspector Nomination
15. A Healthy Lynnfield
16. Health Director's Report
17. Other Business
18. Correspondence
19. Sign Invoices
20. Adjourn

### Per the Open Meeting Law: (GL Chapter 30A, Section 19(a))

All meeting notices and agendas<sup>1</sup> are to be posted, by the board or committee, **48 hours in advance of the meeting** - *excluding Saturdays, Sundays, and legal holidays*. The OML guidelines also require the posting to be submitted early enough to allow adequate time for posting before the deadline. As such, please keep in mind the Town Clerk's office hours of operation, and make necessary arrangements to be sure your posting is submitted accordingly (do not wait until the deadline). The Clerk's Office will confirm via email that a meeting notice has been received.

Meeting Time	Monday 7-9am	Tuesday 7-9am	Wednesday 7-9am	Thursday 7-9am	Friday 7-9am
To Clerk's Office	Wednesday 3:30pm	Thursday 3:30pm	Friday 12:00 noon	Monday 3:30pm	Tuesday 6:00pm
Meeting Time	Monday 5-9pm	Tuesday 5-9pm	Wednesday 5-9pm	Thursday 5-9pm	Friday 5-9pm
To Clerk's Office	Thursday 3:30pm	Friday 12:00 noon	Monday 3:30pm	Tuesday 3:30pm	Wednesday 3:30pm
<u>This is a general guide for submittal times that will allow for posting prior to required OML deadlines. Midday meetings should follow the 48 hr guideline with an allowance for processing time.</u>					

**NOTE:** The official posting locations registered with the AGs office is the locked bulletin board in the hallway next to the Clerk's office at Town Hall, and the locked bulletin board just inside the Lynnfield Police Station. Meeting notices will be posted to the town's web site as a courtesy.

1. Meeting notices must be posted in a legible, easily understandable format; contain the date, time and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session. While not required under the Open Meeting Law, public bodies are encouraged to make a revised list of topics to be

**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, May 17, 2018**

**Present:**

**Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>Joe Pavao</b>	<b>850 Main Street</b>	<b>Homeowner</b>
<b>Donna Sharrio</b>	<b>495 Broadway</b>	<b>Owner</b>
<b>Tony Sharrio</b>	<b>495 Broadway</b>	<b>Owner</b>
<b>John Guaracino</b>	<b>9 Durham Dr</b>	<b>Owner</b>
<b>Rick Salvo</b>	<b>184 Central St Saugus</b>	<b>Engineer</b>

**5:35 PM, BOH meeting called to order.**

**Minutes of Thursday, April 12, 2018: Vote to Approve 2:0**

**850 Main Street – TITLE 5**

Owner, Joseph Pavao, is converting to an in-law apartment, and wants septic recognized for 5 bedrooms. 2 variances were generated by the review. Kristin emailed Gordie Rogerson, SE regarding how he had calculated +,-3.5 separation (existing system to estimated high groundwater). In a prior meeting Dr. Peinert had said not < 3' would be granted. One variance was distance to water line; has 7.5 should have 10. Kristin commented it seems fine for 5 bedrooms, with reserve, as long as engineer verifies the calculations. The water line can be adjusted. Kristin asked did the BOH want to make any conditions or timeframe to replace system given the 2 variances; answer no. Dr. McCausland made the motion to approve the submitted plan for 850 Main contingent on calculation review by Kristin of 3' of ground water. Pavao will contact Gordie to get the calculations sent to Kristin.

**Vote: 2:0**

**155 Locksley Rd - TITLE 5**

Septic application for upgrade; see plan review comments from McRae, engineer's email response, and letter to water supplier. A request was made to vary the setback distance from Suntaug Lake. Dr Iocco commented that right now it is a cesspool. Unanswered questions. The proposed system would accommodate a 3 bedroom with a garbage grinder, but not a 4 bedroom. Per Dr McCausland it's not possible to have 4 bedrooms currently. She does not want any grey areas. If the homeowners want to keep the garbage grinder they will need to agree to a 3 bedroom deed restriction. The comments from a May 7, 2018 memo from Luke Roy were reviewed. Dr McCausland said that if Peabody has questions about the setback then it should be revisited at the June 21<sup>st</sup> BOH meeting. Dr. McCausland approved the variance for repair at 155 Locksley with a



reduced setback to water supply (220' should be 400' and 23' from catch basin), contingent Peabody does not have any questions and the owner provides 3 bedroom deed restriction if have garbage grinder designed.

**Vote: 2:0**

#### **683 Walnut Street - TITLE 5**

The Title 5 Needs Further Evaluation, setback to Hawkes Pond that Lynn Water and Sewer uses for drinking water. The system has a SAS within 100 ft of surface water. Per Dr. McCausland the system has failed, reading page 4. It is <100 ft. It is an old system from 1986. The COC is not signed. Per Kristin there is new ground water data, seasonally higher water than in the past. Per Dr. McCausland we can't go back just because we have newer variance requirements. We need feedback from the water supplier and with alternate technology what can we get out of the site. Dr. Iocco asked about the back yard. Kristin responded probably ledge and questioned do they need alternative technology. Need more information and water supplier takes precedence. Continued to June agenda.

#### **6 Carpenter Rd - TITLE 5**

The Title 5 needs further evaluation since it doesn't meet setback to Hawkes Brook. The system was installed in 2009 as an emergency repair to a cesspool.

Dr. Iocco made a motion to accept the Title 5 for 6 Carpenter Rd pending water supplier, notification has no further concerns or issues. Dr. McCausland seconded.

**Vote 2:0**

#### **495 Broadway - TITLE 5**

A Cesspool off the property is to be used for a hair salon. It will not increase the flow. Rick Salvo said there is exceptionally low flow and the system is functioning perfectly. Kristin replied the town counsel said it has to be upgraded first or seek a variance to leave the system as is. Rick Salvo replied he is not upgrading anything; using the system as is. Dr. McCausland asked what was the previous use? Office space? Commercial? Rick Salvo commented it was a non-profit. She replied, then it is a change of use and the issue is he wants to add a hair salon. The hair salon will go to the Tight Tank (industrial waste water tank for hair dye). John Guarracino, an abutter at 471 Broadway, attended the meeting. He had no objections and said Toni will only update the property and bring the value up. Dr. McCausland made a motion to vary the 310 CMR 15.204 for change of use of an establishment with a cesspool contingent on:

- Proof of easement

- Tight Tank – form required

- Letter from abutter stating he owns it and has no objection

- Lower flow and not an increase in strength so environment protected 15.410

**Vote 2:0**

#### **914 Salem (aka Perley Burrill) Definitive Subdivision Plan**

The Planning Board asked BOH to look plan. McRae prepared plan review memo and asked if the BOH members want any additional changes or feedback added. Dr. Iocco asked about toxic waste. Kristin commented that Tom Mullen is involved in this;

potential contaminant. The town is not testing since then Lynnfield would be responsible. Per Kristin the depth to ground water is low. It was tested for septic purposes not contamination. No further comments so Kristin will send memo, as is, to the planning board.

#### **Tobacco Control Grant**

The grant is not funded at levels needed. Currently Lynnfield is not paying anything. Being asked to pay \$191.95. The Board feels if we get an invoice then it's reasonable to pay it. Dr. McCausland commented that we do get >\$2000 from the permits for sale of cigarettes. If we pursue any letter writing, would need to send a letter with permission from Dr. Peinert and town counsel. It can be reconsidered next year.

#### **Kernwood Liquors - Tobacco Sale to Minors**

This is a second violation. The ticket has not been paid. Kristin will send a suspension hearing letter including the April 23 letter. The suspension hearing will be held on June 21.

#### **Donovan Liquors - Tobacco Sale to Minors**

They have paid the fine.

#### **Animal Inspector Nominations**

Patricia Freedman inquired on position. If references check then okay. There is no obligation to rehire them next year; certificates expire annually. One year deal; renew every year. Dr. McCausland said it could be a working interview. Candidate could shadow Kristin; another suggestion is second interview with a sample case scenario given to see how the applicant would handle it.

#### **A Healthy Lynnfield**

Kristin attends the monthly meeting; agenda enclosed

#### **Health Director's Report**

##### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process; though long delayed.

6 Elmwood: Property sold. Perc test conducted, awaiting a design plan.

Case by Case Basis on Bedroom Count/Septic Permit Discrepancies: Town Counsel recommends policy or regulation to handle the past mistakes. Title 5 has ambiguous terms. It may be less of a challenge if we adopt reg's to handle the past issues. BOH members express this is too difficult to draft reg's to fix past mistakes. Frequently Asked Questions to handle may be a better approach.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system; repaired and placed back on-line. However MassDEP issued notice of non-compliance with failure to submit permit renewal application for groundwater discharge permit.



Received a complaint of break-out at 37 Doncaster Circle – will send owner a letter.

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road

15 Bancroft St

1004 Summer St (send letter – put on June 21<sup>st</sup> meeting agenda)

378 Main St

46 Pillings Pond Road

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

Also sent letter 4/11/18 to 1004 Summer St (BOH approved Building applic in return for T5 report within 60 days; deadline lapsed).

Dr. McCausland notes given the growing list of addresses, send letters starting with the oldest instead of sending all at once.

Received a complaint about the new building at 74 Crescent which neighbor believes is bigger and has more bedrooms than applied for; plot plan appears to be an issue and a Certificate of Compliance to move the septic tank and pump chamber has not been issued. (Weak as-built. Nothing to do currently)

Anonymous mailing of a newspaper clip was received on 4/27/18; article caption is Firm Fined for Sewage Spill in Plymouth. (Sagamore)

357 Summer received a building application to remove garage – appears already demo'd so not sure why applicant is seeking BOH approval now. How does BOH want this handled? BOH do not expect us to review a garage tear down given that its not a habitable building, where would it end on our review otherwise? (Per McCausland it's up to the town mgr to make the decision if it was not mistakenly left for BOH signature).

**New Developments Proposed Outcome at Town Meeting:** Town Meeting was held on April 30, 2018 and there were articles for Sagamore redevelopment and other nearby site, 1480 Main St. Both sites would require re-zoning for elderly housing. Sagamore redevelopment is seeking a water supply from Peabody. Will Brook Village may be planning private well(s). Both sites planning for septic. A zoning amendment would be needed in the groundwater protection district to allow for a residential treatment works (handle septic waste over 10,000 gpd). Warrant Article 22.

Article 19 did not pass. Articles 20, 21, 22 and 23 were referred to Planning for further study.

**Open Space and Recreation Plan:** Betty Adelson is a member of the Open Space & Recreation Plan Committee and asked that the BOH help with the revisions of the 2010 plan that expired; specifically to update Part G Environmental Problems, Septage.

**Beaver Trapping:** Town owned land in the area of Nells Pond between Sylvan Terr and Lynnbrook Drive had issue with beavers causing flooding conditions that could affect homeowners septic systems. A beaver trapping permit was issued for 10-days in coordination with Town Engineer and Conservation Commission.

**21E Site Release Notification Form:** 8 Broadway, Gulf Station a release tracking notification form was sent to BOH with tracking # 3-34834 for 100 gallons gasoline, sudden release on 3/14/18. However this release tracking number is not showing on the MassDEP website.

**Emergency Preparedness:**

Region 3B working on next round of work-plans for MA DPH grant.

**Food Establishments:**

Temporary Food Event: Townscape Day. McRae reviewed the applications and performed the inspections. Total of 9 inspections.

Food Plan Review comments were provided to Starbuck's proposed at the former Ship Restaurant, Rt 1.

Bali Hai hired a consultant; meeting held to review action-progress.

Inspection was conducted on May 11<sup>th</sup> and substantial cleaning effort was made; another inspection will be conducted.

**Nurse:** Sandy request attendance at MA Public Health Epidemiology and Immunization meeting May 22, 2018; immunization updates 2018 are on the agenda.

The state contract-pricing for flu vaccine has been issued. Will need to begin planning for purchases as well as filling any gaps with an outside vendor such as Walgreens, Walmart, etc. Next steps needed for Sandy to secure vaccine within budget, go to outside vendor to fill gaps, estimate 100-125 high dose for the senior center.

**Camp Regulations:** MA DPH has indicated that revised camp regulations will be ready for this camp season; the amended code, 105 CMR 430.00, should be available early April. An application was sent to Boston Sports Club though it has not been returned and they have not indicated whether they will run the tennis and swim camp this season.

**Swimming Pool Regulations:** Code revisions are still in process.

**Cannabis Control Commission Draft Regulations:** Draft of 935 CMR 500.000 Adult Use of Marijuana. In Lynnfield Article 16 passed: Marijuana Establishments Forbidden

**Goals and Fees:** Town Administrator Rob Dolan is seeking by May 1<sup>st</sup> FY19 goals for each department and to conduct a fee or permit view with comparison to area communities, along with any other revenue ideas. McRae conducted a sample study and submitted an excel spreadsheet (enclosed). The towns were selected based on having septic systems, proximity to Lynnfield and 3 are within our Region 3B Coalition. Lynnfield fees are not vastly different than the sample group. Food categories have several sub-types and could be further reviewed for possible increase. Perc testing for new construction/increase in flow could be further reviewed for increase, though not likely appropriate to raise for repair-testing. The DSCP septic construction permits could be further reviewed for new construction/increase in flow and for sites >2,000 gpd. Well permits should be reviewed and anticipate new Model Reg's for Board of Health to adopt from MassDEP. See attached 2018-19 Goals.



Town Administrator Goals for 2018-19 were shared with Dept Heads (see attached).

**Application Review Process:** At the request of Town Administrator Rob Dolan, a meeting was held with Dr. Peinert and McRae to discuss inter-department coordination for hours available for the public to navigate through the Building application process. McRae provided an outline of suggestions; see attached. Subsequently at the request of R Dolan two meetings have been held with McRae and Building Dept. R Dolan requires that the BOH have on Mon and Tues (and starting July 1<sup>st</sup> Wed) office hours 10-11am for technical assistance with Building project applications. McRae expresses that its not the 1 hour per each of those days but the time of day being 10-11am that will affect work flow at the BOH (ex: perc test could not start earlier than 11am unless have an alternate person for coverage. Two perc tests on same day would be unlikely given this time constraint unless have an alternate person for coverage). Dr. McCausland does not want Kristin to commit to this and to have Dr. Peinert meet with Rob Dolan and would like Kristin to outline scenarios.

**Other Business -**

None

**Next BOH Meeting June 21, 2018**

**Adjourn 8:00pm**

**Attachments:**

-Minutes of Thursday April 12, 2018

-850 Main Street

-App for Disposal System Permit rec'd May 7, 2018

-Variances listed on plan

-Email McRae to G Rogerson; May 17, 2018

-155 Locksley Rd

- App for Disposal System Permit rec'd May 7, 2018

-Letter from Luke Roy to Peabody Water Superintendent May 4, 2018

-Memo from McRae to Luke Roy Septic Disposal Replacement Plan – May 17, 2018

-email reply from Luke Roy to McRae May 17, 2018

-Excerpt Plan of Septic

-683 Walnut St

-Letter from McRae to Richard Dawe May 3, 2018

-Title 5 - 4/24/18 – Needs further inspection

- Section B

- Title 5 sketch

-6 Carpenter Rd

-Letter from McRae to Richard Dawe May 3, 2018

-Title 5 - 3/29/18 – Needs Further Evaluation

- Section B

-Plan

-495 Broadway

- Record of Communication from Kristin to Rick Salvo 2/26/18
- 15.204 Increases in design Flow to system
- 15.405 Contents of Local Upgrade Approval
- 15.410 – 15.415 Variances – standard of review
- Letter May 8, 2018 with Packet from Salvo to McRae with Title V Pass 2/1/18
- 914 Salem St (Perley Burrill)
  - Letter from Brian Charville re: Definitive Subdivision Plan 4/9/18
  - Letter from Vaclav Talacko to Charles Wills and Kristin McRae 4/5/18
  - Memo to Planning Board from Kristin McRae 4/25/18
  - Gmail from Thomas Mullen to Rob Dolan and Bob Curtin; Deed Limitation 4/20/18
- Tobacco Control Grant
  - Projected Deficit 4/27/18
  - email from Thomas Carbone to Ronald Beauregard 4/25/18
  - email from Thomas Carbone to Tobacco Control advisory members 4/30/18
  - Gmail from Carbone to Beauregard 5/9/18
  - letter from Carbone to Senators L'Italien, Lyons, and Moran 5/9/18
- Kernwood Liquors tobacco sale to minor Ticket #01271 from Beauregard 4/23/18
- Donovan Liquors tobacco sale to minor Ticket #01270 from Beauregard 4/23/18
- Animal Inspector
  - Job Posting April 2018
  - Letter from Patricia Freedman to McRae 5/7/18
- A Healthy Lynnfield
  - Agenda April 25, 2018
- Health Director's Report, 5/17/18
  - 55 Salem St, Sunrise, Groundwater Discharge notice of noncompliance 5/15/18
  - Newspaper clipping rec'd 4/21 firm fined for sewage spill
  - email from Betty Adelson to McRae 5/3/18
  - Permit issued to John Benedetto to trap and remove problem animals 5/7/18
  - letter from Ed Giordano, LSP re: 8 Broadway Release Tracking No 3-34834 4/19/18
  - confirmation for Sandra Wilson -Immunization Updates Conference– rec'd 5/2/18
  - email from McRae to R. Dolan and R Peinert BOH Fee Research and Goals – 5/1/18
    - fee types for various towns
    - BOH fee types and goals 5/1/18
  - letter from PeopleGIS to Charles Richter re Health Permit Management 5/14/18
  - Town Administrator Goals for 2018-2019
- Meeting Notice Board of Appeals June 5, 2018 received May 15, 2018
  - McRae memo to Applicants on ZBA Agenda 6/5/18



**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, April 12, 2018**

**Present:**

**Richard Peinert, MD  
Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Kristin Esposito McRae, RS, Health Director**

**Attendance:**

<b>Jen Connell</b>	<b>7 Horseshoe Drive</b>
<b>Timothy Doyle</b>	<b>26 Main St</b>
<b>Susan Testa</b>	<b>GLSS, 8 Silsbee St, Lynn</b>
<b>Tracy Ellsworth, Esq</b>	<b>5 Pinewood Road</b>
<b>Michael Tucker</b>	<b>24 Market St, Amesbury</b>
<b>Norman Winsor</b>	<b>71 Crescent Ave</b>
<b>Erin Winsor</b>	<b>71 Crescent Ave</b>
<b>Jon Whyman</b>	
<b>Ellen Ciavarro</b>	<b>1050 Summer St</b>

**5:45 PM, BOH meeting called to order.**

**Minutes of Thursday, March 22, 2018: Vote to Approve 2:0**

**880 Summer Street – Housing**

Atty Michael Tucker representative for Anthony Radway (tenant)

Atty Timothy Doyle representative for Arnold Radway (owner)

Both attorneys are present and have no objection to holding the hearing tonight.

McRae describes the hoarding conditions and the inspection conducted. Atty Doyle indicates two courts involved 1) Lynn District Court and 2) Peabody District Court, regarding the mental health conditions with the tenant and are awaiting a transcript.

Tenant would not occupy; time to remove items from the property since Jan 28<sup>th</sup>. He's not living there; removal of personal property is slow process. Ability to make corrections is hampered by the removal.

Atty Tucker agrees but is client rejects "tenant" status. He understands Peabody District Court and does not live there but permitted to take care of personal affects. He asks that this BOH do not do anything that would conflict. Plumbing and heating would be of concern if someone living there but he's not living there. Not a matter of safety or urgency and requests an extension.

Dr. McCausland expresses glad not living there but asks if there is a realistic timeframe. Response was to put a POD to save items and to clean to an acceptable condition and move back in. He needs more assistance than he has. Dr. McCausland asks does the owner have a timeframe? Atty Doyle: trying to respect Tony Radway to get items. Dr. McCausland indicates should not leave open without timeframe.

McRae indicates a Title 5 inspection should be done and asks the BOH to consider making it a condition. Atty Tucker feels it is not obligated as not written, and not occupied. McRae express a Title 5 is important. Dr. Peinert agrees. Atty Tucker requests 6 months to empty house without living there. Atty Doyle requests 60 days, June Agenda, request the extension and time to get the transcript from the other court hearing. McRae suggests 60 days and to continue on the June agenda but with a heads up that pest control and Title 5 report will likely be asked for at the June meeting. Dr. Peinert agrees. Vote to continue to the June agenda. Susan Testa of Protective Services with Greater Lynn Senior Services (GLSS) indicates this is an open case with GLSS. Concerned about the home, support and supervision. He (Tony Radway) has stayed in the home but in a motel now. Tracy Ellsworth with neighbor expresses he has gone to neighbor's in tears, homeless. They are willing to help and happy to facilitate to get the house habitable as he's 83 and lived there his whole life. He trusts Ellen, neighbor. Dr. Iocco asks does GLSS have a safety net? Hospital released him to another neighbor. McRae asks if GLSS can place in housing. Atty Tucker expresses there are different obligations. Dr. McCausland, issue of where he is going to stay but not at the house.

**Meeting continued to June Agenda, Vote: 3:0**

**71 Crescent Ave**

Jon Whyman opens, here to help. Owner, Norm, moved in 1994 then 6 years later septic system. Appears previous system went awry as Norm assumed in went in as 4 bedrooms. J Whyman says handwritten notes on plan by (deceased) engineer J Barbagallo. Title 5 report done listing 3 bedrooms. Errors were made. Norm asks for waiver to full compliance with reserve to adjust for errors made before. J Whyman suspects he could show full compliance but asking for waiver and to accept existing report and letter. McRae notes these are handled on a case by case basis. Need to show a reserve, verify full compliance. They (owners) think it was always a four for new addition and they want to sell as 4 bedrooms. Again needs reserve area and full compliance so will need testing if want to verify this. Pillings Pond not 200' setback. BOH may grant this since its already in, but not willing on other variance. Come back, next BOH meeting (May 17<sup>th</sup>).

**Health Director Report – Taken out of Order**

McRae requests to take out of order since the owner, Norm, is here to let him know we received a complaint on his property at 74 Crescent. He is aware of this. He says there is a media room, office and bedroom on the 2<sup>nd</sup> fl. There are 2 land surveyors to address the complaint. He doesn't want any more than 2 bedrooms. Dr. McCausland indicates our obligation ends at the 2-bedroom deed restriction, we don't go back to count when built.

**Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process.

6 Elmwood: Property sold. Perc test conducted, awaiting a design plan.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system and consultant Weston & Sampson has been communicating with MassDEP; BOH has been copied on the emergency pumping logs. Repair report has been submitted; grease was one factor and BOH provided the past grease pumping slips to engineer for review.

No response as of yet for the Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:



22 Thomas Road  
15 Bancroft St  
1004 Summer St:

Dr. Peinert indicates 1004 Summer: If not received place on BOH agenda, if no show send Certified Mail.

378 Main St

46 Pillings Pond Road

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

Also sent letter 4/11/18 to 1004 Summer St (BOH approved Building applic in return for T5 report within 60 days; deadline lapsed).

Town Owned Land (former Perley Burril) – 914 Salem perc testing application for 2 lots; engineer's letter enclosed on passing perc tests with drawing of locations.

Received a complaint about the new building at 74 Crescent which neighbor believes is bigger and has more bedrooms than applied for.

**New Developments Proposed:** Newspaper articles for Sagamore redevelopment and other nearby site, 1480 Main St proposed as Wills Brook Village. Both sites would require re-zoning for elderly housing. Sagamore redevelopment is seeking a water supply from Peabody. Will Brook Village may be planning private well(s). Both sites planning for septic.

Another zoning amendment would be needed in the groundwater protection district to allow for a residential treatment works (handle septic waste over 10,000 gpd). Warrant Article 22.

**Emergency Preparedness:**

Region 3B coalition concurrence vote on Thursday, April 5 voted in favor in time for MA DPH grant deadline.

**Food Establishments:** Skeleton Key was the most recent to open at Market Street.

A Food Plan Review application was submitted for a Starbuck's at the former site of the Ship Restaurant, Rt 1.

Bali Hai hired a consultant for preliminary guidance; meeting to review plan and progress.

The school lunch programs have been inspected.

MA DPH Food Code Revisions are still in process.

Food – grease incident at Yard House. While McRae was called at night by Police Dept, Yard House and Mall Management immediately addressed incident by calling for emergency pumping and cleanup service which McRae verified that night and did follow-up next day.

**Lead in School Drinking Water Assistance Program:** MassDEP sent notice that we shared with DPW and School Facilities Maintenance on availability of the free lead and copper sampling and technical assistance funding program.

**Nurse:** Received reimbursement in the amount of \$3,167.84 for the flu vaccinations. Will adjust the depleted revolving funds and remaining line item for nurse. Sandy request attendance at MA Public Health Nurse meeting April 13, 2018 as MAVEN training updates are part of the agenda.

The state contract-pricing for flu vaccine has been issued (see enclosed rates).

Will need to begin planning for purchases as well as filling any gaps with an outside vendor such as Walgreens, Walmart, etc.

**Camp Regulations:** MA DPH has indicated that revised camp regulations will be ready for this camp season; the amended code, 105 CMR 430.00, should be available early April.

**Swimming Pool Regulations:** Code revisions are still in process.

**Cannabis Control Commission Draft Regulations:** Draft of 935 CMR 500.000 Adult Use of Marijuana. In Lynnfield there is an Article on the Town Warrant to address marijuana establishments; see Article 16 see also Article 17 on Temporary Moratorium.

**Goals and Fees:** Town Administrator Rob Dolan is seeking by May 1<sup>st</sup> FY19 goals for each department and to conduct a fee or permit view with comparison to area communities, along with any other revenue ideas.

**Application Review Process:** At the request of Town Administrator Rob Dolan, a meeting was held with Dr. Peinert and McRae to discuss inter-department coordination for hours available for the public to navigate through the Building application process. McRae provided an outline of suggestions; see attached.

#### **Animal Inspector Nominations**

Dr. Peinert and McRae met with Rob Dolan. R Dolan believes Animal Inspector belongs with Animal Control and acknowledges this but unable to change this at this time. McRae notes that if no viable candidates come forward is willing if can be paid as there is budget. Suggest nominate Diane Cook to cover vacation and barn inspections in fall and Kristin McRae.

Dr. Peinert Nominates Diane Cook as Animal Inspector: Vote 3:0

Dr. Peinert Nominates Kristin McRae as Animal Inspector; Vote 3:0

McRae will post the job position as written (see attached). Animal Control Office, if in the future can combine the role, change the job posting to remove the parts that are BOH so the role is a Municipal role and not a BOH role and give to Rob Dolan.

#### **Other Business -**

Bedroom count and past permits issues arise. Example is 54 Oakridge Terr with 2 bedrooms listed on permit and 448 gpd flow given. BOH members indicate to contact Town Counsel, Tom Mullen.

McRae reminds will be on vacation in May. Looking to set June BOH meeting: Dr. Peinert unavailable on 21<sup>st</sup> and Dr. McCausland unavailable on 28<sup>th</sup>. If have meeting on June 21<sup>st</sup> will be Dr. Iocco and Dr. McCausland.

#### **Adjourn 7:40pm**

##### **Attachments:**

-Minutes of Thursday March 22, 2018

-880 Summer Street

-Letter McRae to Attorney's Notice of Hearing, April 6, 2018

-Letter McRae to Attorney's Correction Order, with attachments, April 6, 2018



-71 Crescent Ave

- Memo McRae to J Serwatka, Response to Letter Review, April 6, 2018
- Email Norm Winsor to McRae, April 3, 2018
- Letter J Serwatka to McRae, April 2, 2018
  - Signed copy of letter received during BOH meeting
  - Plan of Land Sept 12, 2000 received during BOH meeting
- DSCP 3 bedrooms, Aug 7, 2000
- Excerpt of Septic Plan with JJB notes 8/24/00
- MassGIS map of area showing parcels and Pillings Pond

Animal Inspector

- Letter from David Crockett, nomination not accepted, April 11, 2018
- Excerpt Chapter 129 Livestock Disease Control; Sec 15 Inspector Animal Appmt
- Excerpt Chapter 129 Livestock Disease Control; Sec 16 Refusal..Appoint Insp'r
- Letter McRae to M Cahill, MA DAR, Nomination of Inspector of Animals 3/26/17(18)
- Memo McRae to D Crockett, Nomination of Inspector of Animals 3/26/18
- Job Posting Animal Inspector April 2018

A Healthy Lynnfield

- Agenda March 26, 2018
- Brochure/Tri-Fold Substance Abuse Prevention Coalition

Health Director's Report, 4/12/18

- Letter McRae to Michael Jones, 1004 Summer Missing Title V Inspection 4/10/18
- Letter V Talacko, PE to Planning Board and McRae, Definitive Subdivision Soils Investigations for Septic Systems, 914 Salem St, April 5, 2018
- 914 Salem St – Map of Test Pit Locations, Hancock Assoc April 4, 2018
- 74 Crescent Ave, Email-complaint, Barbara Dunn to McRae, April 10, 2018
- Excerpt 314 CMR 5:06 Restriction on Issuance of Permit
- Excerpt Proposed Change to Groundwater Protection By-Law, Town Meeting 4/30/18
- Excerpt Article 12 to Article 19, Town Meeting Warrant 4/30/18
- Email MassDEP to BOH, technical assistance funding MA Assistance Program for Lead in School Drinking Water, sent to DPW 4/9/18
- MA Association of Public Nurses, Agenda April 13, 2018
- Memo McRae to Rob Dolan, Cc Dr. Peinert, Coordination and Application Review Process 4/11/18

# MEETING NOTICE TOWN OF LYNNFIELD

Town Clerk Date Stamp

**Board/Committee Name:** Lynnfield Board of Health

**Day/Date:** Thursday March 22, 2018  
(Day) (Date)

**Time of Meeting:** 5:30 PM

**Location:** Town Hall, 55 Summer Street

## AGENDA

1. Regular Meeting of the Board of Health Call to Order
2. Minutes of Thursday February 15, 2018
3. 850 Main Street – Title V and Building Renovation
4. 584-590 Main St, Centre/Main St Plaza – Local Upgrade Approval
5. T & L Liquor – Tobacco Sale to Minor
6. Bali Hai – Food Code
7. Animal Inspector Nominations
8. Town Annual Report for 2017
9. A Healthy Lynnfield
10. Health Director's Report
11. Other Business
12. Correspondence
13. Sign Invoices
14. Adjourn

### Per the Open Meeting Law: (GL Chapter 30A, Section 19(a))

All meeting notices and agendas<sup>1</sup> are to be posted, by the board or committee, **48 hours in advance of the meeting** - *excluding Saturdays, Sundays, and legal holidays*. The OML guidelines also require the posting to be submitted early enough to allow adequate time for posting before the deadline. As such, please keep in mind the Town Clerk's office hours of operation, and make necessary arrangements to be sure your posting is submitted accordingly (do not wait until the deadline). The Clerk's Office will confirm via email that a meeting notice has been received.

Meeting Time	Monday 7-9am	Tuesday 7-9am	Wednesday 7-9am	Thursday 7-9am	Friday 7-9am
To Clerk's Office	Wednesday 3:30pm	Thursday 3:30pm	Friday 12:00 noon	Monday 3:30pm	Tuesday 6:00pm
Meeting Time	Monday 5-9pm	Tuesday 5-9pm	Wednesday 5-9pm	Thursday 5-9pm	Friday 5-9pm
To Clerk's Office	Thursday 3:30pm	Friday 12:00 noon	Monday 3:30pm	Tuesday 3:30pm	Wednesday 3:30pm
<u>This is a general guide for submittal times that will allow for posting prior to required OML deadlines. Midday meetings should follow the 48 hr guideline with an allowance for processing time.</u>					

**NOTE:** The official posting locations registered with the AGs office is the locked bulletin board in the hallway next to the Clerk's office at Town Hall, and the locked bulletin board just inside the Lynnfield Police Station. Meeting notices will be posted to the town's web site as a courtesy.

1. Meeting notices must be posted in a legible, easily understandable format; contain the date, time and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session. While not required under the Open Meeting Law, public bodies are encouraged to make a revised list of topics to be discussed available to the public in advance of the meeting if the body intends to discuss topics that come up after posting, but before the meeting convenes.

Please email all meeting notices to [treid@town.lynnfield.ma.us](mailto:treid@town.lynnfield.ma.us) AND [diane-hammerbeck@town.lynnfield.ma.us](mailto:diane-hammerbeck@town.lynnfield.ma.us)



**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, March 22, 2018**

**Present:**

**Richard Peinert, MD  
Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Kristin Esposito McRae, RS, Health Director**

**Attendance:**

<b>Lester Yee</b>	<b>93 Moulton Drive</b>	<b>Bali Hai Agent</b>
<b>Joe Pavao</b>	<b>850 Main St</b>	<b>Home Owner</b>

**5:37 PM, BOH meeting called to order.**

**Minutes of Thursday February 15, 2018; Approved Vote 3:0**

**850 Main Street – Title V and Building Renovation**

Kristin McRae opens and asks the BOH members to read the email she sent to Town Counsel. Owner Joe Pavao is here to present. He explains he purchased the house in 2001. Two-bedroom permit to put in a new septic, Jerry Pezzella, expanded for 5-bedroom septic system. In 2002 permit to expand and then another. Has total of 4 bedrooms. Now permit for garage but since his Dad passed away is looking to modify to an in-law suite. He said he spoke with Jack Roberto and McRae. He said McRae said to start with a Title 5 and he called Pezzella and spent \$4,000 to do this and D-box was damaged. System working great, exceeds 5 bedroom system. He feels Town requirements were complied with in 2001. He's eliminating a bedroom so total is 4 bedrooms. Groundwater, he spoke again with Jerry Pezzella about 5.5', per DEP test not required. Estimates can vary. He looked at the house to the left at 844 Main St and to right 860 Main St. He got engineer elevations and feels his system is at a higher elevation than the adjacent properties. He believes 5.5' above.

Dr. McCausland asks if a prior building application has BOH sign-off. Owner says it probably doesn't. Dr. McCausland explains we've have similar conversations with Town Counsel and have been advised can't fix one wrong with another wrong. Best is due diligence to get it into compliance. Owner states he has 4 bedrooms and not adding above that total. He has building permits for the work done so he doesn't think its fair to have to spend money on extra testing. He continued that has a sump pump that hasn't kicked on so he's confident doesn't have water at 10' and he doesn't have a garbage disposal. Dr. McCausland asks the owner what he is asking for from the BOH. He explained a BOS application process for in-law is such a process so now he want to add a bathroom and a bedroom, so if he can get Board approval.

McRae indicates a solution; encourage to have testing done for 5 bedrooms. Discussed a reserve area, testing, show on plan and verify 4' separation (GW to bottom of system) and if 3-4' needing a variance then to come back to the BOH. Dr. Peinert indicated that

the additional testing should be done and if it shows less than 4' but greater than 3' separation then the owner could come back to a future BOH meeting for that variance.

Owner thought a reserve area had to be built and McRae explained it needs to be specified on the plan but not actually built as it is a future reserve. Owner will look into testing.

Owner asks if he could amend the building permit for the garage to add a bathroom above it. The BOH members indicate we are not involved with signing for just adding a bathroom.

#### **Bali Hai - Taken out of Order**

McRae opens and explains request for consultant and a viable floor plan to address the issues. Dr. Iocco in reviewing the materials in the packet (inspection reports/letters) expressing there are many items, pages of issues. Lester Yee is present for Bali Hai. He indicates only minor production in the basement. But the BOH members express no production should take place in the basement. Dr. Iocco asks if they have worked with a consultant in the past. Lester Yee indicates yes and that he just obtained an updated trainer list from McRae. Dr. McCausland indicates should have a consultant within 30 days and an action plan within 60 days. Dr. Peinert expresses otherwise may not renew permit in December. Lester Yee explains had potential buyers in past but none finalized purchase. He asked if raising the sign height (due to highway wall sign not visible) required approval from another board – yes, signs are not within the BOH jurisdiction. Re-capped expectations to have a consultant within 30 days and action plan in 60 days.

#### **584-590 Main St, Centre/Main St Plaza – Local Upgrade Approval**

No one present; BOH passed on discussion.

#### **T&L Liquor –Tobacco Sale to Minor**

No one present from T & L Liquor. McRae indicates they fixed the items on the food inspection report (light, shields and cleaning). The electric panel was referred to the Town Wiring Inspector. Separately, tobacco sales compliance checks were done (by Ron Beauregard) and T & L Liquor was issued a ticket for violation of a sale to a minor and paid the ticket. Dr. Peinert suggested McRae call the owner and let him know the tobacco compliance check was not targeted as part of food inspection violations.

#### **Animal Inspector Nominations**

McRae explains that David Crockett is the Animal Inspector and that he was recently hired as the Animal Control Officer under the Police Department. McRae said she spoke briefly to the new Town Administrator Rob Dolan about this and said as long as David continued with quarantine orders it could be handled by one person. Communication back is that David would stay on until a replacement was found up to 60 days. McRae noted that Diane Cook also an Animal Inspector moved out of Lynnfield but may be willing to stay on as a backup. Discussed Dr. Peinert is the nominating authority while Animal Control Officer is under the Police Department. BOH members indicate that we can advertise for an Animal Inspector but nominate David Crockett and should hold a discussion with Town Admin and Police Chief for whether all of this should be under the



Police Department. Dr. Peinert nominated David Crockett. BOH Vote 3:0. BOH members ask McRae to send notice to David Crockett.

### **Town Annual Report for 2017**

McRae wrote the BOH portion of the annual report and incorporated the nurse's report with some edits. Dr. Iocco commented on the fees collected. McRae indicated in some categories the volume of applications went up verses the price of fee. McRae states she enjoys putting together the data for the annual report and giving comparison to the prior years for a perspective of the work volume.

### **A Healthy Lynnfield**

McRae continues to attend the monthly coalition meetings (March Agenda enclosed). McRae wrote an article on public awareness which Dr. Peinert reviewed and made some modifications. The article was then published by the Lynnfield Villager newspaper on March 7, 2018 under letters to the editor. Dr. Iocco was pleased to see this in the newspaper.

### **Health Director's Report**

#### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process.

6 Elmwood: Property sold. Perc test application submitted.

55 Mansfield: Housing case closed; items completed.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system and consultant Weston & Sampson has been communicating with MassDEP; BOH has been copied on the emergency pumping logs. Repair report has been submitted.

Green Slips for Reminder of Deadline Missed and Fast Approaching Deadlines sent 1/30/18:

22 Thomas Road

15 Bancroft St

1004 Summer St

378 Main St

46 Pillings Pond Road

245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

Town Owned Land (former Perley Burtil) – 914 Salem perc testing application for 2 lots; request to waive fee for Town owned land. Yes, BOH members agree to waive fee.

March Nor'easter storms; several perc tests to coordinate

**New Developments Proposed:** Newspaper articles enclosed for Sagamore redevelopment and other nearby site, 1480 Main St proposed as Wills Brook Village. Both sites would require re-zoning for elderly housing. Sagamore redevelopment is seeking a water supply from Peabody. Will Brook Village may be planning private well(s). Both sites planning for septic.

#### **Emergency Preparedness:**

Region 3B coalition deliverable is to perform a facility setup drill of our Emergency Site Dispensing Plan (EDS). This was conducted on Feb 23rd,

through coordination with LHS and DPW. Several on the org chart of the EDS came, reviewed and signed-in as part of the drill.

Next grant cycle, as in past years, MDPH will seek concurrence from local public health coalitions. Concurrence votes will be due to MDPH by Thursday, April 5. We have a coalition meeting that day for discussion and vote.

**Food Establishments:** Skeleton Key submitted an application, pre-opening inspection conducted. Anticipate opening in a few days.

**Nurse:** Depletion of the revolving funds and remaining line item for nurse. The state contract-pricing for flu vaccine has been issued (see enclosed rates). Will need to begin planning for purchases as well as filling any gaps with an outside vendor such as Walgreens, Walmart, etc. BOH members agree we should look into whether a vendor can handle the schools while Sandy does the Senior Center clinic.

**Mosquito Control:** NEMMC sent notices to schools and Lynnfield DPW for IPM plans.

**Cannabis Control Commission Draft Regulations:** Draft of 935 CMR 500.000 Adult Use of Marijuana. MAHB sent memo for educational purposes for Local Boards of Health to adopt Placeholder regulations. BOH members indicate to talk to Town Administration about how the Town will address Cannabis issues, zoning or regulations.

## **Meeting Adjourned 7:28 PM**

### **Attachments:**

-Minutes of Thursday February 15, 2018

-850 Main Street

-Email McRae to Town Counsel Tues Mar 20, 2018

-Memo McRae to Owner Mar 1, 2018

-Letter Owner Joseph Pavao to McRae Mar 10, 2018

-DSCP 850 Main St, Nov 2001

-T5 Code Excerpt 15.204 Increases in Design Flow to System

-Floor Plan Proposed In-Law by Joseph Pavao, PE 3/10/18

-Title 5 Official Inspection Form page 1, 850 Main 1/15/2018

-DSCP 850 Main St, (application to replace damaged d-box) Jan 2018

-584-590 Main St. -

-Email Derek Fullerton to McRae plan review comments, Mar 19, 2018

-MassDEP Standard Conditions for Secondary Treatment Units Approved for Remedial Use, Nov 30, 2016

-MassDEP Revision of Approval for Remedial Use, Bio-Microbic, Inc Nov 5, 2012

-MassDEP Standard Conditions for Secondary Treatment Units Certified for General Use, Mar 20, 2015

-MassDEP General Use Certification, Bio-Microbics, Inc, Feb 19, 2013

-T & L Liquors -

-Health Communities Tobacco Control Program Letter to T & L Liquors/Wine Cellar Ticket #01269 (Tobacco Sale to Minor), Feb 21, 2018



- T & L Liquors, Food Inspection Report 3/16/18
- T & L Liquors Notes of Progress/Completion by Tony Fortunata written over 2/8/18 Inspection Report

-Bali Hai –

- Restaurant Advertisement in Lynnfield Village 3/7/18
- Phone Log from Jimmy Yee and Note from Lester Yee, Mar 2018
- Invoice Integrity Mechanical to Bali Hai, Listing Misc Repairs, Mar 18, 2018
- Webmail American Red Cross Adult CPR/AED class moved to Dedham Mar 16, 2018
- Letter McRae to Bali Hai, Feb 21, 2018
- Food Inspection Report Bali Hai Feb 9, 2018
- Food Inspection Report Bali Hai Feb 2, 2018
- Food Inspection Report Bali Hai Dec 1, 2017
- Food Inspection Report Bali Hai Nov 10, 2017
- Photos from Food Inspection
- Letter McRae to Bali Hai Jan 3, 2017
- Letter Safe Food Management to McRae Sept 9, 2013
- Food Inspection Report Bali Hai May 2, 2017

Animal Inspector Nominations –

- Letter Department of Agricultural Resources, RE: Nomination of Inspector of Animals Mar 6, 2018
- Part I Title XIX, Chapter 129 Livestock Disease Control Section 15 and Section 16

Town Annual Report –

- Memorandum Office of Town Administration 2017 Annual Report, Feb 21, 2018

A Healthy Lynnfield Meeting Agenda Mar 26, 2018

Article by McRae, Supported by Dr. Peinert, Board of Health Encourages Public Awareness Mar 7, 2018, Lynnfield Villager Newspaper

Health Director's Report Mar 22, 2018-

- 914 Salem St Lot 1 & 2 Perc Test Applications (Town Owned Land)
- Article Dan Tomasello, Sagamore Redevelopment, Lynnfield Villager Mar 7, 2018
- Article Dan Tomasello, Another Development Eyed Near Sagamore, Lynnfield Villager, Mar 7, 2018
- MA DPH Mass Immunization Program, State Contract for Flu Vaccine, 2018-19
- Northeast Mass Mosquito Control and Wetlands Management District, memo 2/20/18
- Mass Association of Health Boards Email Adopt Placeholder regulation/Cannabis Mar 19, 2018
- Memo Office of Town Administration, Closing of Fall Town Meeting Warrants, Feb 21, 2018
- Meeting Notice Board of Appeals, April 3, 2018

**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, February 15, 2018**

**Present:**

**Richard Peinert, MD  
Gail Link McCausland, DMD  
Rocco Iocco, DMD, Member  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>Rick Salvo</b>	<b>194 Central St., Saugus</b>	<b>Engineer</b>
<b>Michael O'Neil</b>	<b>234 Park St., N. Reading</b>	<b>Engineer</b>
<b>Ralph Simard</b>	<b>Box 436, N. Reading</b>	
<b>Tony Sharrio</b>	<b>495 Broadway Lynnfield</b>	<b>property owner</b>
<b>David Murphy</b>	<b>Lynnfield Plaza</b>	<b>owner rep</b>
<b>Gordon Rogerson</b>	<b>Hayes Eng; Centre Court</b>	<b>Engineer</b>
<b>Peter Ogren</b>	<b>Hayes Eng; Centre Court</b>	<b>Engineer</b>
<b>Val DeStefano</b>	<b>75 Pleasant Ave</b>	
<b>Joe DeStefano</b>	<b>75 Pleasant Ave</b>	

**5:35 PM, BOH meeting called to order.**

**Minutes of Thursday January 11, 2018; Approved Vote 2:0**

**75 Pleasant St – New Construction**

Michael O'Neil had given McRae the revised plans which answered most of McRae's previous comments. The lot formerly housed greenhouses. It was in full Title V compliance, no variances required. Kristin pointed out that the house just fits with no extra room for space and setbacks. Also, so it will meet setbacks, part had to be on a slab, not a full cellar. Kristin asked if it was 200' from Pillings Pond. Michael said he had remeasured and the reserve is 200' to closest point to pond.

Dr. Peinert moved to approve the plan for new construction at 75 Pleasant St. Vote 3:0  
Kristin will hold the permit pending a licensed installer.

**Taken out of Order**

**495 Broadway – Title V and Request to Change Use**

Kristin opened detailing code #15.204 which gives conditions to allow changes to use of a cesspool. Tony Sharrio, who was present at the meeting, purchased the building in 2016 and has approx. 1400 sq ft. The water records showed 456 gal/day. There are 2 cesspools, 1 on the property and 1 off the property on an easement. Although an inspection was done in 2015, Rick Salvo commissioned another inspection which showed the cesspool was bone dry, sand on the bottom, in pristine condition. But the use has changed. Sharrio planned 900 sq ft for a jewelry store with opposite side office space, and a salon with 2 stations of 575 sq ft. They would add a tight tank for the salon. He



wants to continue using 2 cesspools with no increase of flow. Bridgewell had occupied the building for approx. 10 years (see 2005 Title V). Rick Salvo gave Kristin copies of the easement and P&S. Salvo commented that the easement does not expressly discuss the cesspool but the P&S, never modified, includes maintenance of a cesspool. McRae, referring to flow said it would be 400 gpd, 200 retail and 200 hair. Rick said you can call the whole thing retail. Kristin said she sent info to town counsel since they are changing use with a cesspool. Dr. McCausland asked if there was even enough room to put in a septic. The answer was no. Dr. Iocco commented that he's known Tony Sharrio for a long time and he feels Tony is doing the right thing. Dr's McCausland and Peinert felt we should wait for town counsel. Dr. Peinert said the board has no objection to the current plan pending approval from town counsel and giving authority to McRae if any paper work is necessary. Vote 3:0

#### **584-590 Main St, Centre/Main St Plaza – Local Upgrade Approval**

Each board member was given a set of plans for Centre Plaza. Peter Ogren said there was a 3.7' separation with mounding figured in. Kristin had talked to Rick Dawe, Lynn Water & Sewer. He determined it was a wetlands issue and not a tributary directly to water supply. Kristin said that variances 2 and 3, as noted on the plan, could come out but 2 additional ones would be added. Kristin asked that a list of setbacks to storm drains/catch basins be included on the plan with corresponding #'s. Ogren agreed to a table. Kristin gave Peter #15.254 for O&M. The code says there must be an inspection no less than every three months with an annual report. This is separate from the FAST system. Need to know who will install the FAST system and if anything special is needed.

Kristin again asked Ogren to capture what it there; # of units; square footage; occupied or not. Peter said "the owners were reluctant to take that approach". David Murphy, who was there on behalf of the owners, said he would raise it with them tomorrow. Dr. Iocco noticed that the height of the retaining wall had changed and was 6" from the property line. Peter said it was raised 4' and might require a permit. Dr. Peinert asked what was needed for next meeting so we could complete this. They will need to edit the variances listed on plan; provide current tenant spaces/square footage; provide a list of drains/setbacks; O&M. Kristin will fact check the FAST system requirements. Peter said he will put this out for bid, hopefully by next meeting. The next meeting will be March 22. Kristin requested form 9A be submitted and Gordie acknowledged he is working on it. Peter said he is filing with conservation now. As there is already a buffer zone there shouldn't be an issue.

#### **T&L Liquors – the Wine Cellar – Food Permit**

Kristin opened by saying she invited the owner to the meeting. He did not come. He has two T&L Liquors, one in Peabody and this one in Lynnfield. She did issue a tobacco permit but not a food permit yet. The only things left to be addressed are the light shields, lights and cleaning the floor. The cardboard over the electrical panel was referred to the Town Wiring Inspector. Fluorescent lights could shatter. The cooler should have shielded lights. Dr. McCausland said that within 30 days they must provide a list letting the BOH know what has been done, what needs to be done and a time frame for completion. Also, the permit will be held until they provide this list. Dr. Peinert said he



wants light covers in the walk-in cooler. The fluorescent lights that have easy access to the cooler have to be covered.

### **Bali Hai – Food Code**

On the agenda but no one present. Kristin will send them a certified letter asking them to come to the next meeting in March. They need to come with a list of capital improvements and a viable floor plan. Dr. McCausland said they should have a consultant to help them with the language barrier.

### **Mosquito Control**

The NEMMC provided draft Best Management Practices (see enclosed). If any edits are needed, Kristin asks the BOH members to email her so she can provide to the NEMMC.

### **A Healthy Lynnfield**

Kristin has been going to the monthly meetings. They formed a non-profit. Separately, McRae attended a vaping/marijuana presentation for parents in Melrose. A Train-The-Trainer version of the presentation was offered to the coalition. Also, McRae went to a cannabis control meeting in Danvers as the newly formed commission was taking public comments on draft regulations. Many use cannabis medicinally for aids treatment. There was discussion about where they could smoke if they can't do it in community housing. Derek Fullerton attended and spoke with the point they should not reduce the age to < 21.

### **Health Director's Report Health Director's Report**

#### **Open Cases Needing Assistance from Town Counsel:**

3 Williams: Opinion from T Mullen was given; shared with Dr. Peinert and owner.

36 Grey Lane: Copied file & T Mullen will draft court filing; in process.

6 Elmwood: Attorney General Office has accepted this into their Abandon Housing Initiative program for receivership. Bank is holding a Foreclosure Sale on 1/17/18.

4 Midland: Ques on T5 Conditional Pass sent to T Mullen on 1/30/18; foreclosure pending so Dr. McCausland states not a priority.

55 Mansfield: Owner hired contractor; interim has place to stay coordinated by GLSS; substantial work on the 1<sup>st</sup> floor but odor present; work to continue on 2<sup>nd</sup> fl and basement.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system and consultant Weston & Sampson has been communicating with MassDEP; BOH has been copied on the emergency pumping logs.

Green Slips for Reminder of Deadline Missed and Fast Approaching

Deadlines sent 1/30/18:

22 Thomas Road

15 Bancroft St

1004 Summer St

378 Main St



46 Pillings Pond Road  
245 R Salem St – 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18  
472 Lowell St - 3<sup>rd</sup> Notice sent for T5 Inspection report on 1/30/18

**Emergency Preparedness:**

Region 3B coalition deliverable is to perform a facility setup drill of our Emergency Site Dispensing Plan (EDS). This is re-scheduled to Feb 23rd, through coordination with LHS and DPW (snow Feb 7, 2018). Those on the org chart of the EDS should plan to come and sign in as part of the drill.

**Food Establishments:** Received an illness complaint at Legal C Bar; inspected, no further action at this time. Skeleton Key submitted an application and is getting ready for a pre-opening inspection.

**Nurse:** Depletion of the revolving funds and remaining line item for nurse. In past years have sent memo to limit hours/work to mandated items due to budget; shall we send similar? BOH members agree.

Strep A case reported by school; coordinated with MA DPH.

Reporter asked for certain questions on flu activity be answered for an article; referred to Sandy.

**Intern:** We had a student request 200 hours for intern credit project or 100 hours with 2 different entities before spring ends.

**Animal Control/Animal Inspector:**

Derek Fullerton initiated a survey “2018 Animal Control Officer Municipal Survey – North Shore” The survey did not distinguish between Animal Control and Animal Inspector roles.

**Cannabis Control Commission Draft Regulations:** Draft of 935 CMR 500.000 Adult Use of Marijuana is available for review; public meetings held (Danvers Feb 14, 2018). MAHB sent draft memo for educational purposes dated Jan 22, 2018.

**Software for Permit Process:** Town Engineer organized Dept Head meeting with demonstration by Viewpoint a software design firm for consideration in town contract-purchase to move our permit process from paper to on-line submittal.

**New Town Administrator Rob Dolan:** We welcomed Rob Dolan at a reception at Town Hall on Monday February 5, 2018. McRae has an informal meeting with Rob Dolan on Feb 16<sup>th</sup>.

**Next 3 meetings:**

**March 22; April 12; May 17**

**Meeting Adjourned 7:30PM**

**Attachments:**

-Minutes of Thursday January 11, 2018

-75 Pleasant St - memo from McRae to Michael O’Neil; Jan 24, 2018; Proposed  
Subsurface septic disposal plan

-584-590 Main St. -

Memo from McRae to Richard Dawe; Jan 12, 2018 – Septic Repair at Centre Plaza

Letter from Peter Ogren to McRae Feb 7, 2018 re memo of 1/9/2018 and meeting of 1/11/2018

Code reference 15.211 Setbacks and 15.254

-495 Broadway email - Richard Salvo to Kristin asking to be put on the agenda 2/9/18

Memo from Kristin to Salvo re change in use of Tight Tank 1/30/18

Letter to Kristin from Salvo re EAI project; 1/2/18

Packet, containing Title V, to Kristin from Salvo re EAI project; 2/12/18; handed out at meeting

-T&L Liquors – letter to Anthony Fortunata from McRae; Jan 22, 2018

Food Establishment Inspection Report – 2/8/18

Photo of cardboard over electrical panel referred to Wiring Inspector 2/13/18

6-3 Numbers and Capacities Food Code Reference 6-303 Lighting & 6-202

Record of Communication; subject fluorescent light shields 2/13/18

Gmail between McRae and Diane Bernazzani re light shields Feb 13, 2018

-Bali Hai letter to James Yee from McRae January 11, 2018

Establishment Inspection Report; 2/9/18

Establishment Inspection Report; 2/2/18

Establishment Inspection Report; 12/1/17

Establishment Inspection Report; 11/10/17

Photos of ice machine and surrounding area; vegetable press; freezer, etc.

Letter to James Yee from McRae; January 3, 2017

Safe Food Management sent to McRae from Pamela Ross-Kung Sept 9, 2013

-Mosquito Control-Gmail from NEMMC-Best Management Practices 2018–Jan 26, 2018

-A Healthy Lynnfield – Meeting Notice; Feb 12, 2018

-Health Director's Report February 2018

-Gmail Marijuana Regulation Update Jan 22, 2018

-Memo to Board of Appeals; Feb 9, 2018

-Meeting Notice Board of Appeals for February 13, 2018



**Minutes of Regular Session  
Lynnfield Board of Health  
Thursday, January 11, 2018**

**Present:**

**Richard Peinert, MD  
Gail Link McCausland, DMD  
Kristin Esposito McRae, RS, Health Director  
Linda Limauro, Recording Clerk**

**Attendance:**

<b>Thoa Bui</b>	<b>14 Post Office Square</b>	
<b>Jason Richardson</b>	<b>3 Williams Rd</b>	<b>Home Owner</b>
<b>Peter Blaisdell</b>	<b>189 No. Main St.</b>	<b>Williams &amp; Sparages</b>
<b>Gordon Rogerson</b>	<b>Hayes Eng</b>	<b>Centre Court</b>
<b>Peter Ogren</b>	<b>Hayes Eng</b>	<b>Centre Court</b>

**5:34 PM, BOH meeting called to order.**

**Minutes of Thursday November 30, 2017; Approved Vote 2:0  
Minutes of Monday November 6, 2017; Approved Vote 2:0**

**527 Salem St, Winsor Estates – New Construction**

Refer to Letter Dated Dec 27, 2017, Amended Septic System Design by Williams and Sparages. McRae asked Peter Blaisdell where the roof drain will be, and whether a second one will be required. Peter responded, if a second roof recharge area is needed they will submit it to Conservation Commission. Also, he doesn't have the final size for the units at 12 and 44. Kristin asked about the groundwater mounding. Peter said that 2.4 is the amount that water will raise. When you add the water to the elevation it's 4.8 separation. It requires a 4' separation and have 4.8. Kristin agreed this was not an issue. In response to a concern from Kristin, Peter said he would be on site to supervise the installation (septic system amended design). The operations and maintenance inspections were submitted.

Dr. Peinert moved to approve the plan for new construction provided that the storm water recharge system is 25' from the leaching field. Vote 2:0

**3 Williams Rd – Title 5**

Kristin opened by stating that we can't go back and change permits (from the past). The system in the ground is leaching pits, functional. Today would require a 4' separation (bottom of pit to seasonally high groundwater). Currently, if the house is sold, it would be 2 bedrooms, 4 people per septic permit on file. The owners have hired an engineer to see if a 3 bedroom compliant system would fit (conceptual plan submitted). Jason Richardson stated that the design from 1988 was for 3 bedrooms and he doesn't want to replace a functioning system. Discussed history and 1988 permit. Kristin replied that today it wouldn't come up with the same flow, it would be < 3 bedrooms. Jerry Pezzella filled out the Title V Inspection report properly, the prior one appears as filled out



improperly. Kristin asked the owner what does he want from the Board of Health; Jason wants the board to acknowledge it was a mistake; that the permit of 1988 stated 2 bedrooms in error, and it has the design capacity, since inception, of 3 bedrooms. Dr. McCausland asked if back in 1988 would a 1000 gallon tank be consistent with 3 bedrooms. She said that at a minimum the town counsel should decide. Dr. Peinert added that even if the town counsel says they could do something, a new septic should be put in as it will show up if they plan to sell (permit on file 2 bedrooms). Kristin said she doesn't see a prohibiting reason that a 3 bedroom system couldn't be supported at the site, such as wetlands or tributary, and given the conceptual plan by Williams and Sparages. Dr. Peinert asked if there is a way to tell how close the leaching pit is to the groundwater. Kristin replied not until you do an onsite determination. Dr. Peinert said this will be on hold until we get an answer from the town counsel. Kristin said she would send the information to the town counsel. Then, based on the response, will continue.

#### **584-590 Main St, Centre/Main St Plaza – Local Upgrade Approval**

Peter Ogren opened. Kristin wanted to make sure they are looking at the variances correctly and groundwater mounding. Peter is looking for a variance for groundwater mounding. He needs the total depth of the aquifer. He said he has the system as high as it can be, using a conservative estimate of GW and 4' above it. Kristin said they need a calculation. Without it cannot decipher if they have a 4' separation. Peter said they are at max feasible compliance. Kristin replied you are required to have mounding calculations when you have 2000 gal/day. Peter asked, then it's the boards position that it needs GW mounding calculations? But any mound at all will say < 4. Dr. McCausland asked what would be the hardship in doing a calculation? Peter again said there was nothing else he could do in terms of max feasible compliance. Kristin reiterated the code requires this information, need mounding information; and BOH not allowing < 3' separation. Refer to memo plan review comments 1/9/18; began going down list to address comments. #6 since they are asking for a 100' variance, Kristin asked that they capture the correct wording from the code bordering vegetative wetlands vs wetlands bordering Surface Water Supply or tributary thereto. Kristin questioned if it is a tributary to a water supply. It's a complicated issue. Peter said it goes out to Lynn water supply. It was decided that copies of the plan would be sent to Richard Dawe of Lynn Water and Sewer. Kristin said it was a huge amount of flow in a nitrogen sensitive area. Ogren added he wanted to talk to Mr. Dawe.

They proceeded to go over the various bullets in the memo from Kristin dated Jan 9, 2018. Peter Ogren indicates they are looking into agreements for the staging. He expresses there seems to be a lot of comments and Kristin indicated it was a complicated plan and we did review it. It was decided that this would be continued at the Feb meeting, Feb 15<sup>th</sup>, as there were unanswered questions at this time.

#### **Microblading**

Thoa Bui opened by saying she owns a beauty salon at 14 Post Office Square. For now the request is for microblading there and in April she is looking to open in the medical building at PO Sq to offer permanent makeup, waxing, etc. Dr. Peinert saw her Certificate of Attendance and asked what her experience was. She replied she only does it under supervision now. Dr. Peinert said he needs a letter from her instructor. He asked



about medical waste. She replied they pay a fee for waste removal now but Dr. Peinert said they need a contract with a company that deals with medical waste. It can't be sent through the post office. He asked Thoa to give to Kristin 1. the name of the company they use that deals with medical waste and 2. proof that she has performed the procedure. Kristin will forward these to Dr. Peinert for his decision.

#### **Other Business: Taken Out of Order**

Kristin got an inquiry about tattooing. She recalled that in 2000-2001, there was a reference in the notes that article 19 did not pass (body art in adult area only). Dr. McCausland said we should reach out to planning. Kristin will ask the DEP if we filed body art regulations. Dr. McCausland said we may have to put regulations in, get them approved, and get a permit.

#### **Otto – Food Code Variance**

Otto Pizza already had been given a variance Time as a Public Control, part of which was they had to keep a log. Per Sam, they have no log. Dr. Peinert said they must keep a log and we will check in a few months to see they are keeping it. McRae to send reminder to Otto.

#### **T & L Liquors, The Wine Cellar – Food and Tobacco Permits**

Kristin opened by saying the food and tobacco applications from T & L Liquor were late. Several violations, with re-inspections, have not been corrected. Dr. McCausland inquired how much is the landlord's responsibility and how much them. Also, it is not known if they have a current tobacco DOR license from the state. Kristin asked the BOH members if they want a course of action to be to send them a letter letting them know they must provide the food and tobacco late fees for both, plus DOR by Feb 8, 2018, correct the violations, or they will be on the next BOH meeting. Agreed.

#### **Permit Renewals**

Bali Hai has submitted their missing information; re-inspection underway.  
Animal Keeping - Board decided that a 3<sup>rd</sup> notice with a late fee will be sent by Certified Mail and if not paid by next month they will be required to come to the next meeting.

#### **Mosquito Control**

NEMMC would like to increase their budget. Dr. Peinert said this is not the responsibility of the BOH.

#### **Other Business**

Dr. Peinert and Dr. McCausland signed and dated the Certificate of Receipt of Open Meeting Law Materials.

McRae discussed upcoming vacations (McRae March and May and Linda in April). Dr. McCausland suggests if Linda is unavailable for the April Meeting Minutes, that we ask Sam Hardy to fill in.

#### **A Healthy Lynnfield**

Meeting agenda of Jan 8, 2018 enclosed in packet.

## **Health Director's Report**

### **Open Cases Needing Assistance from Town Counsel:**

36 Grey Lane: Copied file & T Mullen will draft court filing; in process.

6 Elmwood: Attorney General Office has accepted this into their Abandon Housing Initiative program for receivership. Bank is holding a Foreclosure Sale on 1/17/18.

55 Mansfield: Owner hired contractor; interim has place to stay coordinated by GLSS.

**Title 5:** Sunrise Senior Living Waste Water Treatment/septic issues with the system and consultant Weston & Sampson has been communicating with MassDEP; BOH has been copied on the emergency pumping logs. Herb Chambers newly acquired property at former Lynnfield Meat & Deli location is in planning phase to demolish buildings. Discussed need for Title 5 reports on any buildings or systems that will remain and details/schedule on systems to properly close-abandon. Two tenants hold BOH permits: Donovan's Liquor and Vaporama. Per Herb Chambers rep, Vaporama will be out by Dec 31<sup>st</sup> but Donovan's Liquors may be there until Feb or Mar 2018. On 1/10/18 Vaporama renewed their tobacco permit.

### **Emergency Preparedness:**

Region 3B coalition deliverable is to perform a facility setup drill of our Emergency Site Dispensing Plan (EDS). This is scheduled, through coordination with LHS and DPW for Feb 7, 2018. Those on the org chart of the EDS should plan to come and sign in as part of the drill.

**Ethics and Open Meeting Law:** Town Clerk looking for acknowledgment of receipt from all. See attached memo.

**MassDEP:** New Guidance POU Devices removal lead/copper in schools. See email 12/8/17.

**National Grid:** 2018 Yearly Operational Plan submitted to Lynnfield BOS 12/5/17.

**Nurse:** Given a low turn out for the children's flu clinic and a depletion of the revolving funds, Sandy recommended not holding another clinic. We still have state-supplied vaccine for children if situation changes. Foodborne illness webinar was held by DPH/MAVEN group. Kristin gave Sandy a note to remind to obtain 72 hour food history and report complaint-cases to Kristin when Sandy receives them.

**Next 2 Meetings: February 15, 2018  
March 22, 2018**

**Meeting Adjourned 8:00PM**

Attachments:

- Minutes of Thursday November 30, 2017
- Minutes of special session Monday November 6, 2017
- 527 Salem St, Windsor Estates, DSCP; 11/15/17



Memo to McRae from Richard Williams; Dec 27, 2017; Amended Septic system Design – Windsor Estates  
Ground Water Mounding analysis  
Code Excerpt 15.254(2) (d) inspections  
Memo to McRae from Williams; April 7, 2017; Main septic operation and maintenance  
Memo from Williams; June, 2017; Main septic operation and maintenance  
Memo from Williams; August, 2017; Main septic operation and maintenance  
Memo from Williams; October, 2017; Main septic operation and maintenance  
-3 Williams Rd; Jan 2, 2018; email to McRae from Jill Richardson; asking to be added to Jan11 Meeting  
Dec 29, 2017; email to McRae from Jill Richardson;  
Conceptual Septic Design; rec'd Dec 28, 2017  
DSCP – 3/24/88 – 2 bedrooms  
Soil Log – test data  
Letter from McRae to Jason Richardson; Dec 14, 2017  
-584-590 Main St. - DSCP – 11/8/17  
Memo from McRae to Gordon Rogerson; Jan 9, 2018 – Plan Review Comments  
Notes of mtg with Gordie; 6/12/17  
-Faith Nails – notes  
Photo of blade  
Record of Communication 11/30/17  
New Shop Inspection Report by Div of Prof Licensure; 3/31/17  
Certificate of Attendance for Thoa Bui, 11/29/17  
Post Treatment Care  
PHIBrows Microblading Care Sheet  
OSHA training for Thoa Bui; 11/26/17  
CPR training for Thoa Bui; 12/5/17  
-OTTO – letter from Troy Sproul, DM  
Pizza and Calzone THPC Production Log  
THC Policy  
Food Protection Program, Policy Tiem as Public Health Control; 4/26/13  
Memo to Local BOH from Priscilla Neves, Director; Oct 19, 2017  
-Letter to Anthony Fortunato, T&L Liquors from McRae; Jan 2, 2018  
Establishment Inspection Report; 8/4/17  
Establishment Inspection Report; 8/18/17  
Permit Renewal; 11/20/17  
Sales and Use Tax Registration Certificate; Nov 15, 2016  
-Permit Renewals Jan – Dec 2018— list of late renewals  
Letter from McRae to James Yee, Bali Hai; Jan 3, 2018  
-Northeast Massachusetts Mosquito Control Preliminary Proposed Budget for FY2019  
2018 Integrated Pest and Vector Management Plan  
Notice of Preliminary Proposed Budget for FY 2019  
-A Healthy Lynnfield – Meeting Notice; Jan 8, 2018  
-Health Director's Report January 2018  
-Letter from Trudy Reid; Dec 2017; state ethics

- Letter from McRae; Jan 8, 2018 ; re: state conflict of interest
  - Acknowledgement of receipt
  - Certificate of Receipt
- Notice of Foreclosure Sale – Jan 2, 2018 – 6 Elmwood Rd
- Notice of Lead in Drinking Water; Dec 8, 2017
- National Grid; December 5, 2017; compliance with 333 CMR 11.06
  - MDAR – 333CMR 11.00
  - 333CMR 11.06
- Memo from Bob Curtin; Jan 2, 2018 – mileage rates