

**Regular Meeting Minutes
Board of Health Meeting
June 15, 2017, at 5:00 p.m.**

The Hopedale Board of Health held its regular meeting on Thursday, June 15, 2017, at 5:00 p.m., in the Draper Room, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA. Those in attendance included: Chairman Robert Burns, Edward Holland, Sr. and Walter Swift. The meeting was not videotaped.

A. CALL TO ORDER

Chairman Burns called the meeting to order at 5:01 p.m., noting that all members were present.

B. PUBLIC COMMENTS – None.

C. APPROVAL OF MINUTES

1. Regular Meeting: May 18, 2017

It was moved by Mr. Holland, seconded by Mr. Swift, to approve the regular meeting minutes of May 18, 2017. All voted in favor.

D. ACTION ITEMS

1. Approval of FY2018 Meeting Schedule

After a brief discussion, it was moved by Mr. Swift, seconded by Mr. Holland, to approve the FY2018 meeting as submitted. All voted in favor.

**2. Approval of FY2018 Permit/Application Fee Schedule
Effective July 1, 2017**

It was moved by Mr. Holland, seconded by Mr. Swift, to change the order of the agenda and discuss the FY2018 Permit/Application Fee Schedule later in the meeting. All voted in favor.

E. DISCUSSION

1. Septic Permit at Blackstone Valley Ice Arena

Mr. Swift excused himself from this discussion item due to a possible conflict of interest.

Members of the board spoke with Peter Davis and Andrew Leonard regarding the septic permit at the Blackstone Valley Ice Arena. Mr. Davis briefly reviewed an issue with the septic project at this location. Mr. Davis alleged that the health agent employed during the period of this project did not file and/or collect the proper documentation.

Mr. Burns stated that the Board will research office files and records and then contact Mr. Davis with its findings.

At approximately 5:40 p.m., the board took a brief recess.

At approximately 5:45 p.m., Mr. Burns called the meeting to order.

At approximately 5:45 p.m., Mr. Holland left the meeting.

F. ACTION ITEMS - continued

2. Approval of FY2018 Permit/Application Fee Schedule Effective July 1, 2017

Mr. Swift stated it was time to review the permit/application fee schedule and the need to increase fees.

After discussion, it was moved by Mr. Swift, seconded by Mr. Burns, to increase the fees, effective July 1, 2017, for the following permits: Catering Permit, Seasonal Mobil and Non-Profit Permit, Establishment Remodel Permit, Food Service Permit, Hauler's Permit, Dumpsters, Trash, Septic Disposal, Milk and Cream Permit, Retail Space Permit, Septic Installer Permit, Septic Additional Testing, Septic Plan Review, Soil Test: Percolation & Deep Hole Permit, Swimming Pool Permit, Tobacco Permit, Well Permit, Well Inspection Fee, and Tanning & Massage Permit. All voted in favor.

3. Approval of FY2018 Recycle Center Fees

Mr. Swift stated that some of the fees for items brought to the recycle center should be increased.

After discussion, it was moved by Mr. Swift, seconded by Mr. Burns, to increase the following fees for items brought to the recycle center, effective July 1, 2017: refrigerator, lawn mower, ride-on lawn mower, gas grill, weed whacker, used motor oil. All voted in favor.

2. Selection Process for Board of Health Office Secretary

Members of the Board discussed the selection process for the Board of Health Office secretary. After discussion, it was the consensus of the

committee to schedule a meeting on Wednesday, June 21st, at which time the Board will select a final candidate.

3. Other

Mr. Dave Guglielmi requested copies of the Hopedale Pond water quality sample reports from 2008.

F. INFORMATION ITEMS

1. Permit Application and Processing Updating

Mr. Burns noted that the Board had copies of revised permit application forms.

G. NEXT MEETING

The next meeting of the board will be held on Wednesday, June 21, 2017, at 4:00 p.m., in the Draper Room, Town Hall, 78 Hopedale Street, Hopedale.

H. ADJOURNMENT

At 6:25 p.m., it was moved by Mr. Swift, seconded by Mr. Burns, to adjourn the meeting. All voted in favor.

Respectfully submitted,

Carol A. Villa
Recording Secretary

Date Approved: **July 27, 2017**

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Documents List

1. Draft Minutes: May 18, 2017 Regular Meeting
2. Proposed FY2018 Meeting Schedule
3. Fee Schedule: Current and Effective July 1, 2018
4. Hopedale Recycle Center Fee Schedule: Current and Effective July 1, 2018
5. Memorandum re: Per Diem Health Agent William Fisher
6. Email re: Ed Caracino Inspection Rates
7. Board of Health Department Organization List
8. Required Duties of Board of Health
9. Application for Deep Hole and Percolation Testing
10. Application for Septic System Disposal Works Installers Permit, Regulation 2.2 of Title 5 and Septic Inspection Requirements
11. Central Mass Lyme Conference Information