

**Minutes of the Carlisle Board of Health  
November 30, 2010**

Present: Board Members Jeff Brem Chair, Mark Caddell; Cathy Galligan; Elizabeth Nilson Ostrow, absent Bill Risso; also present: Linda Fantasia, Agent, Priscilla Stevens (Carlisle Mosquito);

The meeting was called to order at 7:30 p.m. [The meeting was intended to start at 7 pm. but was incorrectly posted for 7:30 pm. Future meetings will start at 7:00pm]

New Board Member – Brem welcomed newly appointed Board Member Elizabeth Nilson Ostrow, M. D. Ostrow was appointed following a joint vote of the Selectmen and Board of Health on November 9<sup>th</sup>. She replaces Michael Holland who resigned the position when he moved from Carlisle. The term is until the next annual election in May.

**ADMINISTRATIVE REPORTS**

Staff Resignation – Gretchen Caywood resigned from her position as Land Use Administrative Assistant. She will now be working part time for the Town Clerk. Fantasia asked the town administrator about a temporary hire. A college student home for the holidays might be interested. Fantasia suggested Grade 3 minimum pay rate and the Board agreed. A notice will be published in the Mosquito and posted at town hall. Galligan suggested using this opportunity to explore cost savings and review the job description.

MAHB Conference – Galligan and Fantasia attended. Galligan attended the orientation for new members. There were workshops on search warrants, fats, oils and grease and revenues. Conference handouts are available in the office. The Board agreed that it would be helpful to have a flow chart describing emergency operations. Fantasia will provide updated contact information.

ServSafe Class – Nine students from local non-profit groups attended. All nine passed the course.

**FERN'S COUNTRY STORE ANNUAL FOOD ESTABLISHMENT PERMIT** – present for the discussion was manager, Larry Bearfield. The Board had received a very satisfactory report last month from its new inspector, Randy Phelps. Bearfield said the inspector met with co-manager Robin Emerson. She found the inspector to be very helpful. Ferns is working hard to make it a successful operation. Having new equipment helps. Bearfield said two employees attended the ServSafe class. They now have four Certified Food Protection Managers. Bearfield said that Rob Frado inspected the holding tank and grease tank last spring. This is an annual requirement of the Board along with testing the water. The well has been classified as a public water supply with state oversight. The state also granted an amendment to the Title 5 Variance for the septic system in keeping with the current uses at the site. A Clivus composting toilet has been installed. Bearfield said the Board was welcome to see how it works. The Board asked about temperature and maintenance logs. Bearfield said these are being kept and are available for the Board to review. The Board congratulated Bearfield on the improvements to the facility. They will no longer require semi-annual licensing. Bearfield asked the Board to sign off on his Victualler's License Application which is before the Selectmen. The town realized that it needed to do this licensing requirement a few years ago. The Board agreed that that the only reason it might not recommend issuing the license would be a poor inspection result. This is not the case with the current operation.

It was moved (Caddell) and seconded (Galligan) to issue an Annual Food Establishment Permit to Fern's Country Store. Motion passed 4-0-0. It was moved (Galligan) and seconded (Caddell) to recommend approval of a Victualler's License to the Selectmen on behalf of Fern's Country Store. Motion passed 4-0-0.

**WINTER FARMER'S MARKET** – present for the discussion was Leslie Thomas and Cindy Craft, market organizers. Thomas explained that as a follow up to the successful summer markets, they are organizing monthly markets to be held at the First Religious Society on Saturday mornings: 12/18/10, 1/22/11, 2/19/11, 3/19/11, and 4/16/11. A few meat and cheese vendors are interested. One meat vendor called the Board of Health asking how to obtain a permit. Although farmer's markets are exempt from local licensing, The MADPH Food Protection Program has a list of foods that do require permits, such as meat which must be slaughtered at an FDA facility. The Board agreed that licensing is appropriate for someone selling meat and poultry, but not as much for fresh produce.

Thomas said they are in the process of obtaining the paperwork from these vendors. Brem would prefer to issue one license to the market rather than individual permits to vendors. This would simplify the permitting process. Fantasia noted that the Market has a set of Rules and Regulations already in place. Thomas said they have been working on guidelines which are similar to the summer market guidelines. She gave a few examples: frozen meat must be kept in freezers or coolers at the correct temperatures. It is sold frozen. No shellfish will be sold. Both she and Craft met with the organizers of the summer market to learn about managing the market. They are putting a lot of effort into making the market a success and there seems to be a lot of interest from the townspeople. The Board agreed that it would issue a license for the 12/18/10 market given the short notice. Both Brem and Galligan would prefer one license. It would be good to know what other towns are doing. Fantasia will follow up on this. The Board would like its new food inspector, Randy Phelps, to visit the market and provide some guidance to the Board. Fantasia has already been in touch with Phelps and received some feedback which she has shared with organizers.

It was moved (Galligan) and seconded (Caddell) to issue a one day permit for the Carlisle Winter Farmer's Market to be held on December 18, 2010 at the First Religious Society and to seek input from other towns on how they manage farmer's markets for the next meeting on 12/14/10. Motion passed 4-0-0.

## **DISCUSSION ITEMS**

Flu Clinic – Sixty-five residents attended the clinic held on November 29<sup>th</sup>. The low turnout is in keeping with other towns. The vaccine has been widely available since August so many people have already had their shot. There does not seem to be as much interest in getting a flu shot compared to last year's H1N1 activity. A number of senior and MRC volunteers helped. Emerson Home Care provided two nurses. Kathy Hassey, R.N. and Linda Lineback, R.N. also administered the vaccine. Insurance forms were collected and will be submitted for reimbursement. Any costs not covered or supplied by the state can be reimbursed through PHER money as long as the clinic provided an opportunity to test out the EDS plan. The cafeteria proved to be a very successful location for a smaller EDS if needed.

Transfer Station Permitting – the Board learned on 11/17/10 that the state had transferred this authority to local Boards of Health as of 7/1/10 for small transfer station operations (less than 50 tons/day). No guidance has been provided on how to set up a local permitting process. MAHB, the state association, recommends Boards wait to issue permits until the state provides the guidance unless there is a compelling reason not to wait. The Board agreed that it had no problems with how the transfer station was operating. The permit is a technicality which does not interfere with the day to day running of the operation. Nilson suggested issuing a temporary permit. The Board agreed that it would be preferable to have some type of approval in place so residents are not concerned that the operation is doing something illegal. Brem suggested adopting by reference the state permit issued and making it retroactive to 7/1/10 plus 120 days.

It was moved (Nilson) and seconded (Galligan) to adopt by reference the existing permit issued by the state to the Carlisle Transfer Station retroactive to July 1, 2010 for a period of 120 days through March 31, 2011. Motion passed 4-0-0.

62 Lowell Street – failed soil absorption system. Fantasia spoke with Russ Wilson who did testing for the upgrade in 2007. Wilson observed effluent in the test pits. This was also confirmed by Rob Frado. Fantasia had spoken with the homeowner who says the system appears to be functioning. Initially they thought the saturated field was the result of a plumbing issue that had been corrected. This no longer appears to be the case. The Board is concerned that an untreated effluent surge must be going somewhere. The property is located in the center which is densely populated. The Board agreed that the system needs to be replaced as soon as possible. The Board had issued in October a Notice of Non-compliance requiring the system to be replaced. Since a number of months have passed since the NON with no action being taken and because of the risk of groundwater contamination to nearby wells, the Board agreed to issue an Order for the upgrade and set a time table. The Board is very concerned about the possibility of contamination of the onsite well and having the system pumped on a regular basis until the upgrade is done. Brem said the Board has the authority to order the replacement of a failed soil absorption system under 310 CMR 15.026. This should be referenced in the Order.

It was moved (Galligan) and seconded (Caddell) to issue an Order to replace the failed soil absorption system at 62 Lowell Street, Carlisle, MA with the following conditions: drinking water well must be tested for coliform with ten days of receipt of the order and report submitted to the Board with ten days of testing; septic tank must be pumped within ten days and a report filed with the Board within thirty days of pumping; septic design must be submitted by 1/1/11 and system installed by 4/30/11. Motion passed 4-0-0.

Winter Shut Down – All active permits have stopped or completed work. No problems were noted.

FY12 Proposed Budget – Fincom is looking for a 0% and 2% guideline budget. The Board will again use Title 5 Grant funding to offset operating costs. There are no discretionary funds left in the operating account. Almost the entire budget is for salaries. This is the same for most municipal departments.

**Bills** – It was moved (Caddell) and seconded (Galligan) to approve the bills as presented.

There was no further business discussed. Meeting voted to adjourn at 9:30 p.m.

Respectfully submitted,

Linda M. Fantasia  
Recorder