

**Minutes of the Carlisle Board of Health
January 29, 2013**

Present: Board members Jeff Brem (Chairman), Bill Risso (Vice-Chairman), Catherine Galligan, Vallabh Sarma, Donna Margolies; Linda Fantasia (Agent), Cynthia Sorn (Mosquito), Jerry Lerman (Fincom)

The meeting was called to order by the Chairman at 7:00 pm. at Carlisle Town Hall.

ADMINISTRATIVE REPORTS

Wellness Grant Application – Tobacco Free Multi Unit Housing submitted 1/12/13 along with letters of support from Fire Chief and Council on Aging Director.

Population Health Clerkship from UMass Medical will be submitting an abstract to APHA on their Lyme Disease Project. UMass. would like the Board to host another group this coming year. The suggested topic would be smoking in the homes or by users of oxygen therapy devices.

Lyme Disease Talk - Dr. Sam Telford of the Cumming Veterinary School at Tufts University will be doing a talk on ticks as part of the CHNA Grant. He is one of the researchers looking into a newly identified but as yet unnamed tick borne disease. The talk is scheduled for 4/24/13 at Union Hall, but Fantasia will look into the school community room as a backup.

Tufts Environmental Intern – the Board would like to do a background noise study.

BUSPH/MDPH Intern – the Board will propose a biostatistics project in which the intern will collate and provide a summary report on population health characteristics for Carlisle.

Annual Report – Fantasia will prepare a draft.

Benfield Fees – paid up to date.

Sharps Containers – The Board will purchase 25 containers from the Public Health Warrant Article funding to sell at cost to residents. The sharps will be collected on Hazardous Waste Day (5/4/13) but need to be in secure containers. An Ad will be taken out in the Mosquito and posted in the town hall lobby.

Private Drinking Well Course – Risso took the free online course offered by the US EPA. The material is very good. Residents might be interested in accessing the online materials to learn about private wells.

Emergency Preparedness – The Board will purchase a shelter sign and bakers rack for storing supplies. Funding is from Region 4A. The Region is planning a table top exercise for all communities sometime this spring.

DEP Well website – the link is on the Board's website. It does not include geothermal wells. Developing well data could be a future research project for an intern.

Minutes – It was moved (Galligan) and seconded (Risso) to approve the minutes of 11/22/12 as amended.

Motion passed 4-0-1(Brem was not present). It was moved (Galligan) and seconded (Risso) to approve the minutes as amended for 11/29/12. Motion passed 4-0-1(Brem was not present). It was moved (Galligan) and seconded (Risso) to approve the minutes of 12/10/12 as amended. Motion passed 4-0-1(Brem was not present)

REVOLVING ACCOUNT AND PROPOSED FEES – present Jerry Lerman Finance Committee (Fincom).

Galligan explained that the Board's 53E ½ revolving account has dipped to a very low level. The Board was aware that income into the account had fallen off due to the slow economy and had planned to review its fees. However two high engineering invoices that were filed late caused a precipitous drop in the balance which the Board had not expected. Immediate action is needed to control expenses and protect the account for prepaid obligations.

The revolving account holds permit application fees until expenses are incurred. The account is holding a number of very old application fees which will need to be paid at today's engineering rates. The state has approved two permit extension acts allowing for an additional four years from the original expiration dates. This means that work that was prepaid 6-8 years ago will now have to be paid at today's higher rate. Galligan has been reviewing the revolving account and noted that 85-90% of the draw down was for engineering expenses. The analysis showed that the number of incoming fees has dropped, systems being installed are more complex, sites are more difficult and management costs are not being captured under the current fee structure. Every hour of field work results in .8/hr. of management. In 2012 there was a significant increase in the management cost compared to previous years.

The Board's goals are (1) reduce the management component to .5/hr. for every 1.0/hr. of engineering activity. (2) recover the cost of clerical time for each activity. (3) revise fees based on annual costs and monitor regularly. Clerical work is done by the Board's part time Administrative Assistant but is not included in the fees. The Agent's time is not billed against the revolving account since the position is salaried. Sewage Disposal System (SDS) plan reviews and field work along with soil testing are the most critical items to address since field work and high ground water testing resume shortly in the spring.

The Board asked Lerman Fincom's position on passing along the real costs of the services. Brem said that a few years ago the revolving account had a balance of around \$50K. The Board agreed to return 10% of its income up to \$5K to the General Fund. This went on for three years. When the account balance dropped too low, the Board requested a refund. The Board only received one year's refund (\$1300) because the town's books were closed. Lerman said it was a laudable exercise to try to recover 100% of the costs of a service but it may not be practical. He agreed it is an interesting problem to have 6-year old prepaid expenses that must be covered at today's costs. What the town's philosophy should be about recovering all of the actual costs of a service is something to be discussed at a future time. The important point is to remedy the insolvency of the revolving account as quickly as possible. The Board is concerned that if the fees become too unreasonable people will circumvent the permitting process. Lerman asked what other towns do. The Board had some comparisons but not all towns have a revolving account. Many towns fund an engineering operating budget from the tax rate. In Carlisle the person requiring the service pays the cost. Risso noted that until recently, there was an engineering line item of \$2000-3000 in the BOH operating account. When the line item was not funded, the costs of miscellaneous engineering went to the revolving account. Brem said the data prepared by Galligan was extremely helpful. Galligan noted that the fees had not been changed since 2008. Risso said many sewage systems now use innovative alternative technology (I/A) adding to the cost of review and inspections.

The Board would like Fincom to reinstate its engineering line item next year. Lerman said Fincom is concerned about the tax impact of the school building projects. The Board is looking at cost control and fees that match the expense. It may be necessary to have a one-time injection of funds to prop up the revolving account until these adjustments can be made. The Board and Lerman agreed that there needs to be some short term revenue to support the account. Brem said the Board will need to have a public meeting when it changes its fees. The Board will meet with Fincom on its FY 13 revolving account request and its proposed FY 14 budget. The Board may be asking for around \$3K which is the amount of giveback to the General Fund. The Board will have a more specific plan on how it intends to address increasing costs. Lerman said the Board could meet with Fincom on 2/25/13 at 8 pm. The Board plans on meeting on 2/5/13 to discuss fees. Sarma felt it was an acceptable plan. Brem felt that charging actual costs may not be in the best interest of public health. The Board encourages I/A systems but is concerned if the permit that is too expensive people will not do it.

As for long term goals, the Board will be working with its consultant to trim costs without risking results. Carlisle has always placed a very high standard on system designs and installations since protection of groundwater is critical to community viability. The Board needs to reconsider and gather public opinion on whether the town supports sustaining this standard at all cost or whether there is a way to trim the cost without reducing the protection. The Board thanked Lerman for meeting with them.

DISCUSSION ITEMS

Gleason Public Library – tank upgrade. Fantasia reported that the tank will be a 1500 dual compartment tank.

Daisy's 21e Report – The Board would like a copy of the test results from Jammallo, Wheeler and Cushing (JWC) along with a location plan of the new monitoring wells. JWC has been hired by the Daisy family to evaluate the site.

Benfield Farms-Public Supply Well. DEP has approved vaulting the wellhead at the request of the Conservation Commission. The well is in an area that will be mowed.

NEW BUSINESS

Nitrogen Loading Discussion – Brem would like to continue work on the subject including whether to require high water testing for new construction.

There was no further business. Meeting voted to adjourn at 8:55 pm.

Respectfully submitted,

Linda M. Fantasia, Recorder