

Ms. Marchetti called the meeting to order at 6:22 pm at the COA Building.

Present: Chairperson Lynne Marchetti and Clerk Marlene Sanders.

Present at 6:50 pm: Agent Elaine Wozny.

Present at 7:00 pm: Member Dr. David Driscoll.

Appointments

None

Bills Payable

Bills payable #327, \$70.89: Ms. Sanders made a motion for the Board to approve bills payable #327 in the amount of \$70.89. Ms. Marchetti seconded the motion. **Vote: All in Favor**

Board of Health Minutes

Minutes for 10/9/08: Ms. Marchetti entertained a motion for the Board to sign minutes, as written, for 10/9/08. Ms. Sanders so moved. **Vote: All in Favor.**

Inspection Report Reviews

22 Rocky Hill Road, Williams, Map 5, 11A, Revised Title 5 Letter: Revised letter signed.

Building Permit Application

5 Martin Street, Guerin, Map 37, Lot 6, Revised Building Permit Application: Ms. Marchetti entertained a motion for the Board to have Ms. Wozny endorse the revised floor plan for Guerin, 5 Martin Street, Map 37, Lot 6 for the building permit signed at the last meeting. This plan still is within the 330 gpd allowed sewer flow, but the units have been reconfigured to two 1 bedroom units, plus office space. Ms. Sanders so moved. **Vote: All in Favor.**

191 Western Ave., Anor LLC, Map 8, Lot 54: Ms. Marchetti entertained a motion for the Board to have Ms. Wozny endorse the building permit application for Anor LLC, 191 Western Ave., Map 8, Lot 54 to add up to a three bedroom apartment on the second floor over the machine shop. Ms. Sanders so moved. **Vote: All in Favor.**

Other Issues

Request from Resident to Feed Birds: Ms. Wozny will do additional research for the Board. Action tabled to the next meeting.

Leave Notification, Elaine Wozny: Ms. Marchetti entertained a motion for the Board to sign leave notification for Mr. Wozny for 11/21/08 (2) (P) and 11/25/08 & 11/26/08 (13) (V). Ms. Sanders so moved. **Vote: All in Favor.**

Grant Application: Update by Dr. Driscoll.

Flu Clinic is scheduled from 5:30 to 7 & Lyme Disease Movie, "Under Our Skin", will be shown at 7 p.m. on & Lyme Disease Movie, 12/1/08: Scheduled at the Universalist Church.

View Lyme Disease Movie, “Under Our Skin” was presented for viewing of the Board.

Preliminary Subdivision Plan Review, Evergreen Homes, Henderson, Southern Ave., Map 3, Lot 7: Ms. Marchetti entertained a motion for the Board to send a letter to the Planning Board that the BOH has no objection to the Evergreen Homes subdivision plan on Southern Ave., as proposed, however, soil testing has not been performed on the property, so the BOH makes no guarantees or endorsements that these lots will support acceptable subsurface sewage treatment systems. Ms. Sanders so moved. **Vote: All in Favor.**

Fee Revisions: Discussion of Proposed New Fees.

SCHEDULE OF FEES FOR TITLE 5 & SEWAGE RELATED LICENSES & PERMITS	
	FEE
SEPTIC SYSTEM ABANDONMENT APPLICATION	\$25.00
TITLE 5 INSPECTION REPORT REVIEW	\$50.00
PERC TESTS	
Soil Evaluation, New Construction, First Day	\$250.00
3 Hours on Additional Day	\$150.00
Each Additional Hour or Portion Thereof, Max \$250/Day	\$50.00
Soil Evaluation, Upgrade to Existing System, First Day	\$150.00
Each Additional Day	\$100.00
SEWAGE DISPOSAL SYSTEM REVIEW	
Sewage Disposal System Plan Review, New Construction	\$400.00
Second Revision of Plan	\$100.00
Each Additional Revision	\$50.00
Resubmittal After Approval	\$400.00
Sewage Disposal System Plan Review, Existing System	
Title 5 Repairs	\$200.00
Tight Tank	\$75.00
Second Revision, Title 5 Repairs or Tight Tank	\$50.00
Each Additional Revision, Title 5 Repairs or Tight Tank	\$25.00
Resubmittal After Approval	\$200.00
VARIANCE REQUEST	
Per Variance	\$50.00
DISPOSAL WORKS CONSTRUCTION PERMIT	
Disposal Works Construction Permit, New Construction	\$300.00
Upgrade, Existing System	\$150.00
DISPOSAL WORKS INSTALLERS EXAM	\$50.00
Disposal Works Installers License, New	\$100.00
Yearly Renewal	\$50.00
Late Fee	\$25.00
SEPTAGE HAULERS LICENSE	\$100.00

GENERAL LICENSES, PERMITS AND FEES			
	FEE		FEE
Food Service Establishment		Tobacco Retailer License	\$50.00
≤ 50 Seats	\$150.00		
≥ 51 Seats	\$250.00	Health Club License	\$100.00
Charitable (<i>philanthropic</i>)	\$30.00	Tanning Bed / Booth	\$100.00
Non-Profit	\$50.00		
Seasonal, < 6 months	\$125.00	Hot Tub License	\$50.00
Catering (<i>alone</i>)	\$200.00		
Catering (<i>w/ food service</i>)	\$100.00	Body Art Establishment	\$250.00
Mobile Food	\$75.00	Body Art Individual, new	\$100.00
Push Cart (<i>per day, per event</i>)	\$50.00	renewal	\$60.00
Temporary Food Event (TFE)*	\$75.00	Bodyworks Establishment	\$60.00
Essex Municipal*	exempt	Bodyworks Individual, new	\$100.00
Charitable (<i>philanthropic</i>)*	\$30.00	renewal	\$60.00
Non-Profit*	\$50.00		
(*must be received by BOH 30 days prior to event)		Keeping of Animals / Stable	\$50.00
TFE Application Late Fees			
≤ 10 Business Days	\$50.00	Nail Salon Establishment	\$250.00
≤ 5 Business Days	\$75.00	Nail Salon Individual, new	\$100.00
		renewal	\$60.00
Retail Food Establishment	\$125.00		
		Camps, H/Motels, B&B	\$50.00
Milk & Cream** (<i>alone</i>)	\$10.00		
(**included in food service est.)		Well / Cistern Installation	\$100.00
Dealer (<i>5 years</i>)	\$2.00	Abandonment & Repair	\$50.00
Frozen Dessert / Ice Cream	\$100.00	Essex Design Standards	\$10.00
		Records Search (per hour)	\$25.00
LATE FEE: An additional 25% of the permit fee will be charged			
for any permit application received 15 or more days past the due date.			
Food Service Inspection Fees: 1st FREE, 2nd FREE, 3rd \$25, 4th \$50, all subsequent \$100.			

Meeting Adjourned: 8:06 pm

Next BOH meeting: 12/6/08

Prepared by _____
Ann White

Attested by _____
Marlene Sanders, Board of Health Clerk