



BOARD OF HEALTH

MINUTES

Tuesday July 24, 2012 7 p.m.
Hildreth House

Thomas Philippou, Chair

Lorin Johnson

Sharon McCarthy

This meeting was called to order at 7 p.m. by Chairman Tom Philippou at Hildreth House. Board members Lorin Johnson, Sharon McCarthy and Tom Philippou were all in attendance. Also present were Ira Grossman, RS, NABOH and Paige O'Brien, clerk.

Fee Structure Review – Discussion

In an effort to allow enough time to review Sewer Commission Rules + Regulations, the board members agreed to pass on this discussion until next meeting.

Phase-in for Requirement of Electronic Plans – Discussion

According to Mr. Grossman, most local engineers are already preparing their plans electronically. Because there are firms who do not already use the electronic format, The Board proposed to set a series of generous deadlines that would allow adequate preparation for this requirement. The working draft proposal:

- September 1, 2012 – Draft is approved and a notice is sent to firms giving them 30 day heed before implementation.
- October 1, 2012 – The Board would begin accepting plans electronically. After a grace period of 6 months (April 1, 21013) this would become a requirement.
- The preferred format would be PDF. If other formats are submitted a compatible viewer would need to be provided also.
- Submission may be on disk (CD or DVD), flash drive, aka 'thumb drive', or by email.
- "Hardship" provisions will be further discussed for firms unable to comply.
- Hard copy plans would still need to be submitted until further notice.

Questions arose regarding the electronic retention requirements and disposal of data. The Board will request that Mr. Aponte, town accountant, create an automatic back-up provision for the BoH laptop. Mr. Philippou recommended that the drafting begin at the next board meeting. Ms. McCarthy inquired about the requirements of other towns and Mr. Grossman said he would look into it. Mr. Johnson requested that Mr. Grossman send a link of the state regulations.

Town Center Sewer Commission Rules & Regulations – Discussion

Board members reviewed the text as well as Mr. Grossman's comments. Mr. Philippou's biggest concern is that while the Commission has done much work, there are still many gaps that need to be addressed. Mr. Grossman believes that another document containing these missing specifics is still pending. Mr. Johnson inquired about a referred Appendix X that was

not attached to the document. Ms. McCarthy recommends checking in with the Commission to find out exactly how close to final draft the current document is. After discussing the Rules and Regulations at length, the Board agreed that Mr. Philippou should draft a letter outlining the concerns or, if possible, meet with Cindy Russo, the Chair, to discuss them in person. The Board also voiced it's willingness to help the commission.

Mr. Grossman suggested The Board provide a document that lists the technical requirements to abandon the current septic system. Mr. Grossman agreed to create the draft document upon Mr. Philippou's request.

Approval of Minutes

Ms. McCarthy made a motion to approve the minutes of June 26, 2012, seconded by Mr. Johnson. During the discussion, Mr. Philippou stated that there needs to be one minor change, the location. Vote: aye, unanimous.

Adjournment

Chairman Philippou moved to adjourn the meeting at 7:50, motion seconded by Mr. Johnson. Vote: aye, unanimous.

The next scheduled board meeting is Tuesday, August 14, 2012
7 p.m. at Hildreth House.

Documents cited:

1. Email message from Cindy Russo (Sewer Commission) to Ira Grossman dated July 12, 2012 requesting review and comment on Sewer Commission Rules & Regulations.
2. Email message from Cindy Russo (Sewer Commission) "Proposed Rules Regs – Harvard Sewer Commission – July 2012" (with Ira's comments)

Respectfully submitted by Paige O'Brien, clerk