**CH I L M A R K B O A R D O F H E A L T H**

**Agenda**

 **September 20, 2023**

**5:00 pm / in-person meeting**

**Chilmark Town Hall**

1. **Middle Road**

**Present:** Katherine L. Carroll, Matthew Poole, Anna McCaffrey, George Sourati, Reid Silva, Marina Lent

**Absent:** Jan Buhrman

**September 7, 2023 Draft Minutes –** The chairperson reviewed the minutes and suggested some edits. The Health Administrator will bring the corrected meeting minutes to the next meeting for a review.

**8 Greenhouse Lane (33-30) (G. Sourati) –** The Board reviewed and approved a request to deem the proposed structure a recording studio and not a bedroom, with a condition to deed restrict the structure to not be utilized as a bedroom or sleeping space. The Health Administrator will send a draft of the deed restriction to G. Sourati and will review the draft before it is registered. The Board will review/acknowledge the receipt of the deed restriction and accept the retitling of the building.

**31 Cross Rip Lane (24-20.2) (VLS) –** The Board approved theproposed Septic System tie-in for a proposed 3-bedroom house replacement.

**31 Cross Rip Lane (24-20.2)** – The Board signed off on the proposed 3-bedroom house plans.

**7 North Abel’s Hill Rd. (part of 24-161) (VLS) –** Proposed Septic System for a proposed 4-bedroom dwelling application was approved at our last meeting, duplicate application was dropped of the office by mistake.

**Homeport Restaurant (27.1 -85)** – The Board discussed the recent bubbling and sizzling manholes and a strong septic smell, which was observed by Health Inspector, Con Com Administrator and Matt Poole with Reid Silva, who represented Seth Woods. In Reid’s opinion the strong intermittent septic smell that continued happening on and off throughout the summer, as well as the most recent air sizzling out of the manholes stems from the vent issue.

 The Board confided the Health Administrator to write a letter to Seth Woods directing him to hire a professional engineer to conduct an inspection, assessment and diagnosis of the system within next 90 days. Based on the diagnosis results, please report to the Board with a proposed solution and or the Septic System Disposal Works Repair application. The septic repair work must be completed by April 15, 2024.

**29 Fulling Mill (25-57)** – The Board signed off on the proposed plans for 2-bedroom addition, septic allows 5-bedrooms total.

**COVID Workforce project Year 3 budget planning (20k Emergency Preparedness NACCHO Grant) –** Marina Lentapplied for a National Association of County and City Health Organizations (NACCHO) Emergency Preparedness (EP) Grant on behalf of Town of Chilmark Board of Health. The Grant was awarded and will be administered by the Dukes County. Martina Thornton, the county manager, asked the Chilmark Health Administrator to participate directly in the required documentation preparations, to avoid breaking conflict of interest law. Per county manager’s email, Marina cannot be the one planning the grant, as she will be the contractor we hire to fulfill the scope of work. The county will be paid $3000 out of this grant for the administration of the funds.

The deliverables are:

1. Participate in a 60-90 minute virtual kick-off call and create an introductory slide for it

2. Participate in an initial training and technical survey (TTA) assessment as well as a post assessment

3. Participate in three (3), up to 90-minute monthly virtual workshops

4. Participate in monthly, 30-minute comprehensive 1:1 technical assistance engagements with a goal of developing or updating a section of an administrative preparedness plan

5. Submit the newly developed or updated administrative preparedness plan or plan section

6. Submit a short, 2-to-3-page interim progress report (template to be provided by NACCHO team)

7. Participate in a 60-90 minute virtual project wrap-up call and create a progress report slide

8. Participate in all evaluation activities

 The intent is to use the grant funds for all public health EP related needs on the island and the required deliverables as a good introduction to EP. Matt Poole expressed a concern that Marina had been trying to get the Public Health involved in Emergency Preparedness for over a decade. Mostly it comes down to the Towns’ Emergency Managers wanting to take the entire responsibility in case of the Emergency. Marina emphasized that it is quite true but at the same time, Public Health plays a different role in EP and this grant would be the great opportunity to bring everyone together.

 Matt Poole suggested **1:** getting the majority of the towns Boards of Health to acknowledge that they are committed to this effort in the year ahead, as well as **2:** coordinating our efforts with Seanna Gretchen, who is Cape& Islands HAC Local Boards of Health Emergency Planner. In addition, the Board revised the draft budget for the grant and redistributed the funds, initially intended to pay Fernando Lana to be the contractor, into the travel and supply lines. Katie Carroll suggested appropriating some funds for maintenance and upkeep to Disaster Animal Response Team (DART) trailer. Marina Lent will work with Anna McCaffrey to update the draft budget placeholder prior to sending to Martina Thornton. Per Board’s discussion, **3:** the grant budget is a subject to refining and the working budget will be ready by January 1, 2024 as there might be amendments from all the Public Health participants. The Health Administrator will communicate to the county manager that Chilmark is willing to function in the role requested, provided that we fulfil three underlined conditions above.

**Chilmark ARPA IA Septic funding application packet** (link to the Dukes County Informational page: <https://www.dukescounty.org/home/news/arpa-funding-informational-page> ) – The Board reviewed the 2023 US Department of Housing & Urban Development (HUD) Area Mediam Income (AMI) for Dukes County and determined additional income limits for this grant. The applicants at 120 % AMI or less in the previous calendar year are eligible to apply for a full system design and/or installation. The applicants with income greater than 120 % AMI in the previous calendar are only eligible to apply for a partial (IA component) retrofit design and/or installation. As it states in ARPA Grant Management document, in case of financial hardship identifyed by the Board of Health, which otherwise prevent the property owner from particiapating in the program, the respective BOH could reccoment to the county to work with the owner to allow in the grant agreemnet for a direct payment to the vendor on behalf of the owner or to amend the grant agreement to increase the maximum allowable distribution amount. If therere are other unforseen circumstances, the Board could recomend amending the grant agreement to address the issue (for example to extend the date by which the system must be installed). Financial hardship is defined as having income below 80% AMI. The Board will review such applications on case-by-case basis. The Health Administrator will create a cover sheet outlining the additional income limits for the Board to review.

* **Updates & FYI:**

**Revolving Septic Fund application –** The Health Administartor is still working with the finance team on establishing the internal process.

* **Items not reasonably anticipated by the Chair at the time of posting**

**17 Welles Way (25-7.5) –** On 9/18/23 the owner Lisa Eddy came by Board of Health office with the assessor Pam Bunker and inquired on what needs to be done to deem the old Barn built in the end of the 1980-s as nonresidential. The owner stated that she only discovered that the Barn assessed as residential this month. Lisa Eddy offered the assessor and the Health Administrator to look at the Barn to verify that the space is not used as residential but as a storage. While the Barn was not insulated, it had its own septic, kitchen with sink and appliances, toilet and unfinished shower. The Board discussed owner’s request, and based on the pictures presented by the Health Inspector, agreed to deem the barn as nonresidential if the owner would be willing to remove the bathing facility, the kitchen sink, and cooking appliances and deed restrict the Barn as a non-sleeping space. If the owner does not wish to do these things, the Board would like to have a further conversation.

**YEMVegan Temporary Food Event Application –** The office received the MV Sound Mini Fest event application at 11 Shadbush Hollow on 9/20/23. According to Chilmark Regulations this applications needed to be reviewed by the Select Board fist, by the Zoning officer second and Board of Health last. As there was no way this application could get approved in a timely manner, the Board allowed for the owner to still have the event as scheduled with the condition that all the advertisement is taken down and only family and friends invited, which would allow to reclassify it from public to private.

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Katherine L. Carroll, Chair Matthew Poole Janet L. Buhrman

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