

# CHILMARK BOARD OF HEALTH

## Minutes

January 4<sup>th</sup>, 2023

5:00 pm / in-person meeting

Chilmark Town Hall

401 Middle Road

**Present:** Katherine Carroll, Jan Buhrman, Matt Poole, Peter Rodegast

1. **December 7<sup>th</sup>, 2022 Minutes were signed** (previously approved with minor edits).
2. **Title V (310 CMR 15.000) draft regulations revision and the new Watershed Permitting regulations (314 CMR 21.00) commenting** is extended until the end of January. The Board discussed the need to submit comments to the state regarding the regulation revision, and Matt Poole offered to write the letter. Matt Poole expressed the opinion that the Board of Health will benefit from getting financial assistance from the state to support the administrative work (staffing & technology) that will be necessary to oversee this program over the 20-year program, which is going to be reflected in the letter.
3. **31 Hammett Road (8-4)** – Peter Rodegast (plan designer) presented the proposed plan for a bedroom addition to an existing 5-bedroom dwelling. The current septic system has a capacity for 5 bedrooms. Peter was under the impression that the addition of the pocket doors to the existing office/bedroom will eliminate a bedroom, allowing to build the bedroom addition proposed. The Board explained to the presenter that the addition of the pocket doors does not make the office a walk-through area, and it would still be considered a bedroom because it continues to be private over 70 sq. ft. space. The Board offered Peter to consider options for removing the walls of the office space shared with the hallway or making the office space less than 70sq ft. for it not be considered a bedroom. Peter will connect with the BOH Inspector and let us know what the applicant decides and drop off the revised plan before BOH can sign off.
4. **61 North Road (3-5)** – The Board reviewed and approved the proposed plan for a new pool pavilion.
5. **16 Shepherd's Path (24-1)** – The Board reviewed the proposed plan for a renovation of two existing dwellings into the pool house, and the pool shed but could not sign off on the building application due to not having enough information for the planned project. It appears that the proposed plans for renovation conflict with the septic system in the ground. There is a discrepancy between the existing dwellings on the proposed plan and the plan we have on file. The Board counted the proposed pool shed as a potential sleeping space.

The wastewater connection permit is also needed for the pool shed restroom. The Board requested a project proponent to come to the BOH meeting and explain existing conditions and the proposal.

6. **29 Basin Road “The Bite” (21-81)** – The Board reviewed and signed off on the building application that included: plumbing and electrical repairs and insulation/sheetrock. According to the last BOH minutes, dated April 6<sup>th</sup>, 2022, the BOH approved and presented an up-to-scale plan in concept with the following conditions, which must be met prior to an operating permit being issued:

- a pest control plan and contract must be on file with the office
- waste removal storage and removal plan to be provided, showing location and frequency
- daily cleaning protocol for the site to be provided, including the surrounding area
- a final interior plan shall be submitted, showing: a drying rack, sink locations, POS location, and free-standing instead of a site-built prep table.

**The to-scale plan still needs to be updated and submitted, including the conditions above,** referencing the food-compliant flooring and wall. The Board will make the final determination on the issuance of the food permit following the pre-operation inspection when construction is complete. The Health Inspector is to communicate this information to Robert and Sarah Nixon.

Additionally, the Board also noticed that the septic plans were not detailed enough to reflect the final BOH decision, including the location of the alarm system and the septic system will be a tight tank. The inspector will contact Reid Silva to request the updated septic plan for the BOH file. The Health Inspector is to send the scan of the VLS letter to BOH RE: Septic System Upgrade, dated April 6<sup>th</sup>, 2022, to Robert and Sarah Nixon, reminding them that they will be ultimately responsible for recording the water meter readings daily to help further determine the actual flow for the property.

The Health Inspector to let Building Department know that the plan we approved showed the Dutch door and the pickup window, but this is not exactly what is being constructed.

## 7. BOH FY24 Budget

The FY 24 BOH Budget proposal:

<b>510. Board of Health</b>	<b>2023/2024 Initial Budget Request</b>	<b>Comments:</b>
<b>5100. Salaries and Wages</b>	Will be calculated and submitted by the accountant	
5101. Elected officials		
5138. Administrator/Inspector		
5142. Longevity		
<b>5700. Expenditures</b>		
5267. Vineyard Health Care Access Program	\$ 0.00	No change from the previous year's budget

5296. Portable Toilet Rentals	\$ 1,110	No change from the previous year's budget
5301. Medical Services	\$ 0.00	The funds we had in this line last year - \$750 are moving to Public Nursing Line.
5303. Professional Development	\$ 3,000.00	This Budget line was increased from \$300 to \$3000 due to a new hire's required training off-island (soil class, Title 5 class).
5306. Advertising	\$200.00	No change from the previous year's budget
5308. Mosquito Testing	\$ 0.00	Went down to \$0.00 due to the services covered by the Inter-Island Public Health Excellence grant
5310. Printing of Town Report	\$ 0.00	No change from the previous year's budget
5316. Public Nursing & Flu Clinic	\$13,750.00	+\$750 from the Medical Services line, but then -\$2500 due to shifting funds to water testing – see below.
5317. Water Testing	\$2,740.00	Went down from \$440 to \$240. But it added the \$2500 from the line above – the cost of the annual water testing with Great Pond Foundation. Last year we paid the annual invoice out of the public nursing line.
5241. Telecommunications	\$600.00	No change from the previous year's budget
5344. Postage	\$200.00	No change from the previous year's budget
5399. Other Purchased Services	\$350.00	No change from the previous year's budget
5320. Office Supplies	\$2,000.00	Went up from \$100 to \$2000 due to a need for a new laptop for the office
5589. Other Supplies	\$50.00	No change from the previous year's budget
5710. In-State Travel	\$2,500.00	Went up from \$200 to \$2500 due to a new hire's required training off-island (soil class Boston area -7-8 overnight trips/stays).
5730. Dues and Memberships	\$210.	No change from the previous year's budget includes MHOA, MAHB, NEHA.
Grand Total:	\$26,710	

The Board members agreed that it would make sense to combine the Public Nursing & Flu clinic line with the Medical Services line and call it Human & Social Services. The Board also talked about the cyanobacteria water testing that Great Pond Foundation does in town from June through October, which cost \$2500 annually. The Board asked the Inspector to clarify with the accountant what line the annual fee came out of last time and shift the money from that line to water testing.

The FY 24 Waste Collection and Disposal Budget proposal:

<b>430.Waste Collection and Disposal</b>	<b>2023/2024 Initial Budget Request</b>
<b>5700. Expenditures</b>	
5236. Landfill Maintenance	\$3,500.00
5293. Rubbish Disposal	\$0.00
5294. Tipping Fees/Waste Disposal	\$18,500.00
5297. Local Drop-Off Operation	\$36,571.52
5298. Waste Transportation	\$6,500.00
5315. Inspections	\$5,800.00
5341.Telecommunications	\$400.00
5691. MVRD&RRD Assessment	\$97,170.58
<b>Grand Total:</b>	<b>168,442.10</b>

- **Updates & FYI:**

- **Permit application renewals approved:**

1. Septage Hauler Permit Applications: Araujo Bros, Inc
2. Applications for Sewage Treatment and Disposal System Installer Permit: Island Concrete Services, All Phaze Excavation Inc, Fenner Construction LLC.

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

- **27 Oyster Lane (11-54.5)** – Debra Cedeno (Architecture + Indigo, LLC) reached out to the Board with the request to review the plans to finish/condition the Basement at the Chamberlain residence to make sure that planned work would not trigger a bedroom. Renovation plans included: installing strapping and GWB at the ceiling and the floor, putting the subfloor and LVT or tile finish, which will reduce the 7'-2" clear dimension (top of the slab to the underside of framing) to 6'-11" +/- or less. The Board was also informed that there will be no windows, just a door to the bulkhead and the door at the top of the stair to the first floor. The Board reviewed and approved the plans to finish/condition the basement and determined that the planned work will not trigger a bedroom, as 6'11" is under the required ceiling height.
- **12 Flanders Ln (26-38)** – The Board discussed the recent situation with the resident coming into The Town Hall feeling suicidal. The Health Inspector was instructed to call 911 right away if a similar situation presents itself in the future. The 911 call was placed

within 5-7 minutes of the inspector's notification to the Board. Police, EMT, Jan Buhrman, and the Health Inspector spoke with the resident in Town Hall and were able to take care of the situation on the spot. While the resident was offered to go to the hospital for an evaluation but refused, she was provided the opportunity to have a conversation with the Crisis Clinician at Martha's Vineyard Community Services. During the lengthy conversation with the clinician and all, who arrived to respond to this event, the resident expressed that she mostly needed mental health resources, including the crisis line and that she no longer felt sad or suicidal. The Chilmark police offered to continue checking on the resident going forward.

- Matt Poole provided the Board with the update on the recent conversation he had with Billy Dillon regarding the North Tabor Farm not being allowed to have their planned sit-down dinners based on the Zoning Regulations (re: Ag exemption). He also added that Billy was questioning having the support kitchen on site, supporting the production of the ready-to-eat food product for the North Tabor Farm Stand. Matt expressed that from the BOH permitting side, it is allowable.

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Katherine L. Carroll, Chair  
Chilmark Board of Health

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Matthew Poole  
Chilmark Board of Health

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Janet L. Buhrman  
Chilmark Board of Health