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

**Minutes**

 **May 17, 2023**

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

**Chilmark Town Hall**

1. **Middle Road**

*Minutes respectfully prepared by Katie Carroll.*

*A recording of this meeting is also on file.*

**In attendance:** Jan Burhman, Katie Carroll, Matt Poole, Drew Belsky, Phoebe Walsh, Seth Woods, Chris Glionna, Jennifer Maxner, Cody Coutinho, Tracy Smith

**Absent:** Anna McCaffrey (\*off island for soils class)

**281 South Road (M24 L163.3):**

Property owner plans to construct a guest house with the septic tying into the main house system. Per CBoH regulations, a plan showing two systems in full compliance was submitted. The proposal was APPROVED contingent upon Zoning/ Building inspector’s confirmation that said guest house is under the maximum allowable square feet.

**99 Hammett Lane (M8 L9):**

A request for an extension to upgrade their failed septic system was submitted. The board APPROVED a 180-day extension to January 31, 2024 from the original deadline of July 31, 2023.

**37 Menemsha Inn Road (M21 L49):**

A plan to upgrade the FAILED cesspool serving the guest house was APPROVED. The existing pit serving the guest house will be removed and the new system will be installed in the same location with an overdig filled with clean “Goodale’s” sand. The existing pit serving the main house on the property will continued to be utilized until it reaches the end of its life. At such time, the new bed serving then guest house will be expanded to serve both the guest and the main.

**30 Tea Lane (M13L16):**

The three cesspools currently serving multiple dwellings and structures on the property will be property removed and/or abandoned. A new compliant system was APPROVED for installation to serve the existing structures and an existing barn with a future detached bedroom.

**138 State Road (M33L16):**

The request to install an additional septic tank to serve a detached bedroom was APPROVED. The existing tank and pump are too deep to easily tie into without significant excavation.

**512 North Road/Homeport Restaurant (M27.1 L 84&85):**

Seth Woods, Chris Glionna, Jennifer Maxner were in attendance to present their plans for the 2023 season. May 26, 2023 is the target date to open.

The outdoor work including the removal of the stone patio and installation of a wood deck continues. The wrought iron fence will be removed to make way for a mahogany and wire “infinity” fence. Planters and ornamental grasses will be added to soften the edges. The deck must include framed and “liftable” access to septic manholes and upgrading manhole covers to rigid plastic or similar was a continued request from the board. Admittedly, they had not upgraded the manhole risers to the custom height the board had recommended at a previous meeting. The board recommended inswing/outswing screen doors for ease of use, but regardless of style, screen doors must be present.

The portable hand wash station for “bar” area may only be used for 2023 season. It must be UPGRADED into actual plumbing system meeting code prior to the 2024 season. The portable station will not be permitted for use in 2024. The Homeport representatives agreed to this requirement.

A wastewater management contract is in place. The grease trap must be pumped a minimum of twice per season- preferably near the beginning and the end. They have a contract and good working relationship with their off-island refrigeration service provider- Rogers Heating and Cooling.

The raw bar will have a 7’x10’ awning added and the area was just properly plumbed for drainage. Shade is key especially with cases of vibrio. Vibrio trace backs are much easier to conduct if LAST USE date is noted on the tags when last shellfish product is served from each tagged container. This is a food code requirement.

The menu on file with the CBoH is current and accurate although not yet formally printed. Management was advised to make certain the allergen warning was, at minimum, the same size font as the rest of the menu.

All upgraded equipment was replaced with comparable units.

Seat count included 68 outside and 74 inside for an overall total of 142.

Anna and Drew Belsky will connect to schedule the pre-opening inspection, but the building inspector must sign off first to the renovations being done. Permit was APPROVED contingent upon a satisfactory inspection.

**Martha’s Vineyard Seafood Collaborative (M21 L1.05):**

Phoebe Walsh, manager for 2023, was in attendance to answer questions about the Collaboratives operational plans for the season.

The Collaborative is a subset of the nonprofit MV Fishermen’s Preservation Trust. After two years of a financially challenged wholesale only operation, the Collaborative is requesting to add a retail component. Since the business operates on town property, their lease and business proposal is overseen by the Chilmark Park & Recreation Committee. Park & Rec did not approve their request to have retail component at their Basin Road facility.

However, permission was granted to retail off property so the plan is to serve the public at the West Tisbury Farmer’s Market. In addition to providing them the ability to move more product, they see this as a good opportunity to engage with the public by sharing recipes, fishermen stories/information, etc. The goal is to promote the less “fancy” fish and make what’s available locally more desirable. Shellfish is not on the approved list of items for retail sale at the farmers market. Although the exact process for retail sales continues to be hashed out, the plan is to operate out of their refrigerated truck utilizing mechanical refrigeration. Flaps may be added to the back of the truck and it was recommended to have vats of ice in refer truck for “extra” refrigeration. Frozen product must remain frozen for the duration of its time at the market. The addition of portable freezers is being looked into as is the possibility of using double contained with drained ice insulated vats. There will be no processing at the farmer’s market. Everything must be prepackaged for sale and held at the appropriate temperature in food grade tubs and coolers. All product must be appropriately labeled with all food allergen warnings, etc.

They are still working on the procedure for vacuum packing their product although Phoebe is thinking she will “package, drop in a slurry then flash freeze in batches. There will be no reduced oxygen product.

The fresh fish plan for retail at the farmers market needs to be more solidified and the board suggested Phoebe reach out to similar vendors, such as the Grey Barn, to ask for advice.

The Collaborative will continue wholesale operations, but they will be limited to primarily up-island restaurants. Local fish/ shellfish, will be the primary product for sale, but Ocean Sear Star *may* bring truck in lobster and conch for wholesale purposes.

After consultation with DPH’s Steve Rice, it was agreed that the wholesale/retail operations could run out of the same place, but clear plans for each must be made.

A thorough HAACP plan is in place. Phoebe is HAACP certified.

The interior of the facility has undergone some minor repairs and upgrades. Although some of the upgrades should have been approved at plan review and prior to construction, the board concluded they were acceptably completed. They were advised the doors at the facility must remain closed or an air curtain must be installed as an alternative. The facility is fitted with both a three bay sink and hand wash sink. It is unclear whether it is a 1000 or 1500 gallon tight tank and whether or not it is alarmed is also in question. These questions must be answered and a service contract for wastewater removal must be in place. If the tank is not alarmed, one must be added IMMEDIATELY. The Menemsha restrooms will be used as the “on site” facility. Additionally, FRP or equivalent material must line the space. It was unclear what product currently lines the walls.

Coolers must be washed, rinsed and sanitized along with all other processing parts, and storage components. It was noted that these large items cannot simply be washed out on the pavement. The wash water must be captured by the tight tank. There was a question arises regarding a floor drain. Is there one? Where does it go?

Drew recommends adding a National Sanitation Foundation (NSF) certified chest freezer to comply with the Food Code.

The current plan is to be operational from June to November. The board APPROVED signing their permit to operate and issuing once the “punch list was completed.”

Punch list:

1. What size is the tight tank?
2. Is the tight tank alarmed? If not, a repair permit must be pulled and work must be completed ASAP.
3. Where do floor drains go?
4. What is the process for wash, rinsing and sanitizing large pieces such as coolers?
5. What material is used in the processing space? If it is not FRP or an equivalent it needs to be upgraded.
6. The farmers market process (transporting, holding product, etc) was still being created. Once the plan is solidified it needs to be submitted to the CBOH.

Dukes County Commission meeting with Massachusetts Association of Health Boards (MAHB) representative Mike Hugo update from Matt:

The County has agreed to host the three grant employees who are currently being hosted through Island Health Care. This is a better fit for grant hosting and they will become .gov employees. IHC has been wonderful and supportive throughout the process.

**“Menemsha Trash” and Recycling Dividends grant update:**

It was confirmed that Island Eats is a registered non-profit. As such the board is agreeable to contributing $1500 to them for reusable soup containers with will be utilized at, among other participating food establishments, newly on-boarded Menemsha Fish Market and Larsen’s Fish Market.

A few questions arose resulting in the following updates and to do list:

1. Jan will call Don Hatch (MVRD) to confirm the 2023 grant funds have been/will be applied for and how much.
2. Jan will get written documentation from DEP what the grant money can be used for.
3. Jan will confirm with her DEP contact that the grant money can be sued towards installation of the bottle refill station. Provided the answer is yes, the BoH has agreed to fund the installation utilizing the grant money.
4. Katie will get a quote from Ryan Kurth for the installation of the bottle fill station to be installed at the Menemsha Comfort Station— unit being donated by Vineyard Conservation Society and installed in the center hallway of building per Seth Karlinsky’s request (Seth oversees the management and upkeep of the building.)
5. Seth has confirmed he will do day to day maintenance of the bottle fill unit.
6. Jan will reach out to Signe Benjamin at VCS for the go ahead once we confirm we can use the grant money for the installation.
7. Who will fund the maintenance of the unit going forward? BoH? Harbor?
8. Jan will draft a written proposal regarding the $1500 donation towards Island Eats reusable containers.
9. Jan recommended to Don Hatch that a Red Cross box be added to the Chilmark LDO. He was agreeable since fabric is a substantial trash item. Fabric/clothing collected through the Red Cross is sold, processed and recycled.

**74 Hammett Lane (M8 L37):**

On May 9, 2023, after receiving permission from Town Administrator Tim Carroll, Anna emailed town counsel Michael Goldsmith asking for guidance on how to get the Sanitary Code Order of Corrections completed. The Order was sent on March 6, 2023 and, at a follow up inspection conducted on April 28, 2023, it was found that only one of two corrections required to be done in 24 hours was completed. Additionally, only one of multiple 7 day corrections was completed.

After some clarification, Michael replied to the email on May16, 2023 with a number of options. The board decided to request an “intermediate step” and refer the matter to counsel, have them send a letter advising the owner that, if compliance is not achieved in short order, the Board has authorized further legal action.  That step may motivate the owner to make the corrections. Katie will reach out to Michael on May 18, 2023 to formally request this action be taken.

**Fernando Lana:**

Matt updated the board about Fernando’s position through the contact tracing grant is being morphed into a general utility position geared towards helping all of the island board of health with various tasks and projects. Aquinnah BoH administrator, Marina Lent, who oversees the grant, will continue to fund his position. Matt has had him in Edgartown “polishing” minutes. We, too, could tap into him for some assistance. A few ideas were shared and it was agreed that the board may want to utilize his services writing minutes and possibly subbing in the office should Anna be away for any length of time. He’s a great addition to the island wide BoH’s administrative support system.

Jan check the phone messages while Anna was out of the office. She will relay the information to Anna.

Katie will email Anna an update and “to do list” from this meeting.

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

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