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

**Minutes**

**July 26, 2023**

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

**Chilmark Town Hall**

1. **Middle Road**

**Present:** Katherine L. Carroll, Matthew Poole, Jan Buhrman, Anna McCaffrey, Drew Belsky, Mara Flanagan, Charlie Graquist, Olympia Zgonis, George Sourati, Chris Alley, Tim Stewart.

**July 5, 2023 Draft minutes were approved with two corrections.**

**Conversation via Zoom with our new Building / Zoning officer re: procedures on demolition, new building construction & certificate of occupancy approvals and Board`s involvement in the process** – The topicwas postponed until the next Board of Health meeting.

**Board of Health Representative is needed for Squibnocket Pond Committee (SPDAC) –** Jan Buhrman volunteered to become a BOH representative and the rest of the Board supported her candidacy. Matt Poole will be the alternate representative, if Jan is not able to attend. The Health Administrator will communicate the news to the admin of SPDAC and the Select Board.

**Jewish Culture Festival Temporary Food event application review-** Jessica Shai, the event planner, provided a summary of the event, scheduled on 08/08/23 on Adam Zoia`s property at 18 Point Inner Way, from 4-8 pm. The Select Board previously approved this event. This is a public ticketed event; all donations will go to the support of the nonprofit Chabad House on the Vineyard. The Parking will be spread out on multiple properties, with the owners in agreement. Six-stall restroom trailer will be provided by MV Photo bus. VIP Kosher Catering Company, is the company which will prepare and serve the food at the event. The food, partially prepared, will be transported from New York City to the island in a refrigerated truck on the day of the event. Matt Poole expressed a concern about the fact that it can be tricky to transport perishable food on the ferry this time of the year. All the equipment, including ovens also will travel form NYC. The Board decided that D. Belsky & A. McCaffrey would get in touch with the catering company at the end of the week to get some additional information on how much food handling is going to be done on island and how the food truck is going to be kept cold on the ferry. The Board approved the application contingent on satisfactory conversation with the catering company.

**Beetlebung Farm (production additional items off site) –** Matt Poole, Drew Belsky, Alex Lam and Anna McCaffrey met with Mara Flanagan and Charlie Graquist between this and last meeting. Their suggestions for Beetlebung included:

* Applying for a Food establishment permit at West Tisbury BOH
* Working on the Standard operating procedure to show on how exactly it applies to their processes. Less generalized information and more specifics.
* Including Hazard analysis
* Including information about refrigerated transportation
* PIC need Serv Safe Manager Certificate (Kate is working on it, per email from Mara)
* Label: change “made on:” to “use by: ” & make “keep refrigerated” bigger and choose more visible location on the bottle (front or the top)
* Complimenting all of the above recommendations with conversation with Cornell Agri Tech. According to Drew`s research, acidified foods production is regulated by FDA and one must register with FDA prior starting the production of such product. Based on health admin`s conversation with Diane Bernazzani from DPH, Cornell is sort of a process authority/ liaison in this process with FDA. They also offer a specialized training on pickling, which is necessary. Any equivalent training is also acceptable.

Mara and Charlie presented the revised version of the HACCP, which included all requested changes above. Mara also provided a copy of a Serv Safe Manager`s certificate for Phoebe Cole-Smith and samples of the new labels. Mara also spoke with one of the food agents at Cornell, who reviewed and confirmed a need to bring vegetable to a critical point in HACCP.

The Board recommended including the fact that the veggies should be washed before prepping/ cooking on the flow diagram, change the name of the PIC on the page with verification of acknowledgement SOP and the confirmation of the PH meter calibrating solution. West Tisbury BOH signed off on the food establishment application. The BOH administrator will create an additional sheet for Board members to sign off for a new revised version of the HACCP plan. The Board verbally **approved the** HACCP plan, contingent that the revised version to be provided for signatures.

**Grey Barn Farm (**Request to review updatedmenu) – Matt Poole, Drew Belsky and Anna McCaffrey visited the farm and looked at the coffee trailer, looked well inside and out. Their suggestion included contacting Chris Alley about connecting the coffee trailer to the septic tank, which is located in a very close proximity. The kitchen walk through revealed:

* There is no gas range and the establishment will use the existing convection oven and the induction burners to prepare “to-go meals”
* The hood, which looks very new and clean, as it is not used still needs to be inspected
* The food prep sink is a limiting factor and an explanation on how the establishment is going to make it work use the space with the increase kitchen use was requested
* Targeted written output of the “to-go meals” was requested

Olympia Zgonis reported that Eric contacted Chris Alley and the company that does hood inspections and she presented the revised menu, which reflected the requested targeted number of “to-go meals” per week – 75. The Board **approved** the revised menu, which will run under the current 2023 Food Establishment permit.

**9 Signal Hill Lane (34-1.3) –** George Sourati presented the proposed 7-bedroom septic system to support 4-bedroom house proposed 2- bedroom addition. The new leach field is going to be in the same exact location as the old one. Matt Poole requested to add the reserve area and the membrane, separating the new and the old leaching fields. The Board **approved** the application. The office will hold the permit until updated plan is provided.

**11 Hill Land (32-41) -** Chris Alley presented the plan for a proposed 1500-gallon tank tie in into the existing system to support proposed 1 bedroom second dwelling and future 1 bedroom addition. The Board **approved** the application. The office will hold the permit until bedroom count and the absence of garbage disposal confirmed.

**7 Hickory Ln. (7-66) –** The Boardreviewed the request from the Building department to sign off on the application for a work shed and determined that the space needs to be deed restricted, as the proposed plans show that the shed will be insulated and potentially will have an AC/heater.

* **Updates & FYI:**

**Applications:**

* Temporary Food event Applications:
  1. MV Seafood collaborative “Meet the Fleet” - Food Inspector and Admin will reach out to the applicant to: make sure that all donated seafood should be donated through wholesaling and be tagged, get a copy of an operating permit and the serv safe, get additional porta potties\*2, talk about trash removal. **Approved** contingent on successful conversation with the applicant about the above.
  2. Josh Aronie “Backyard Bash” at the community center – **Approved.**
  3. Del Araujo or Aquila “Book Festival” – **Approval** contingent on the admin`s confirmation that the applicant has catering license with OB BOH.
* Septic Installer` permit – Matt Parker (\*condition: Excavation work to be done with assistance of a licensed installer).
* Tent permit – 32 Old Nursery Lane, Kathy Cerick.

**Title 5 reports:**

* 4 Smith Ln. (30-26) **–** Title 5 Official Inspection Report – “Pass”
* 20 Eliot Av. (33-23) **–** Title 5 Official Inspection Report – “Pass”
* 12 Harbor Hill Rd. (27.1-102) **-** Title 5 Official Inspection Report – “Needs Further Evaluation by the Local Authority” – Letter to the owner, that they must repair septic tank condition or upgrade the entire system within 90 days.

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

* The Board discussed the restroom accident at the town hall and the septic emergency work that had to be done, which included changing the piping going from the restroom to the septic. The Board supported the idea of having the electric hand dryers installed to help alleviate pressure on the town`s septic system. The Health Admin will send a memo to Tim Carroll and the Select Board.

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

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