

Board of Health Minutes

March 25, 2019

Town of Auburn  
Board of Health  
Town Hall Planning Board Room  
104 Central Street, Auburn, Massachusetts

RECEIVED  
19 APR 22 PM 6:45  
TOWN CLERK'S OFFICE  
AUBURN, MA.

**Members Present:** Eric Otterson, Chairman; Carolyn Griffin, Vice Chairman; Steven Nordborg, Member.

**In Attendance:** Darlene Coyle, Director of Public Health; Eileen Alexander, Asst. Health Director; Jordan Brusco, Health Inspector; Paula Conway, DDIS Administrative Assistant

**Chairman Eric Otterson in accordance with the Open Meeting Law called the meeting to order at 6:03pm.**

**Agenda**

Monday March 25, 2019 at 6:00pm

Call to Order- at 6:03pm

Review Agenda - Remove minutes for 2/5/18

Approval of Minutes- 1/24/19 & 2/25/19

Bill Schedule- none

**Agenda Items:**

6:00pm - Discussion - Fee Schedule

6:15pm - Discussion - Tiny Homes zoning bylaw proposed

**Approval of Minutes**

Eric Otterson moves to entertain a motion to accept the meeting minutes for 1/24/19.

Seconds that motion: Carolyn Griffin      Vote: All in favor 3-0

Carolyn Griffin makes a motion to table the minutes for 2/25/19 for next meeting to verify who called the meeting to order.

Seconds that motion: Steve Nordborg      Vote: All in favor 3-0

**Discussion- Fee Schedule**

Darlene Coyle explains to the Board we have been reviewing the fee schedule and looking to make changes to the fees that are time consuming for the Department staff, along with updating and/or consolidating some of the permit fees.

March 25, 2019

Food Service and retail permits can take a lot of time by having to follow-up with applicants that are not renewing on time and do not submit all required documents with the application.

Mobile food trucks inspections have increased in recent years and sometimes they can take up to an hour if they are not ready for the inspection.

Trash haulers fee- It takes time chasing haulers who are hauling trash illegally or not permitted or inspected by our Department. We may want to consolidate the way they are listed separately on the schedule.

Septic & well projects are time consuming in regards to plan reviews with local upgrade approval requests and variances that have to go before the Board.

Late fees and double permit fees will be reviewed since these are meant to discourage people from being late in applying for permits.

New this year is the donation bin to the fee schedule.

Tobacco permit fee is one that an increase is proposed, due to all the time the Department takes in regards to the continuous work needed for the violation and compliance follow-up with the retailers.

Discussed changing the wording for the pools to state first pool \$200.00 any additional unit (Spa or Pool) \$100.00.

Ms. Coyle asked the Board if they have any questions on the suggested fee schedule changes. The Board asked for some clarification on a few of the items and agreed the proposed changes were fine at this time. The final fee changes will be prepared by Ms. Coyle and submitted to the Board for vote at next meeting.

#### **Discussion - Tiny Home bylaw proposal**

Ms. Coyle wanted to bring to the Board's attention that there is a proposed bylaw for Tiny Homes that is going to be on the Planning Board agenda in April. In the past few years, tiny homes have become very popular for people that want family options to have loved ones on their property and provide separate living but not interfere with neighbors.

Darlene and Eileen have met with the Town Planner and Building Commissioner in regards to what will be required for this use, and to discuss the Board of Health concerns with individuals occupying tiny homes with housing requirements and

March 25, 2019

ensuring a safe and legal way for the living situation. The bylaw proposes allowing two immediate family members to reside in the home such as parents or grandparents or live-in caretaker. There are some concerns brought up from the BOH in regards to private utilities with septic and private wells. If there were any public connections in these proposed tiny home areas, we would recommend they connect to public utilities. Additionally, the square footage of living & sleeping space requirements per occupant was discussed with the town officials. We will keep the Board updated on any changes in this proposed bylaw.

**A. Director's update**

- a) **Correspondence** - Health & Business Expo 3-26-19- Eileen Alexander & Jordan Brusco will be participating in this event. They will have a table promoting the Farmer's Market & healthy eating options, passing out educational material.
- B) **Septic & Well Update**- letters in packets
- c) **Housing Update**- none
- d) **Animal Control** - Rabies Clinic 4-27-19. This is open to the public.
- e) **Worcester Regional Tobacco Control Collaborative Update** -none
- f) **Solid Waste** - Chamber of Commerce & the Town of Auburn will be holding a Town Wide Clean-up Event on 5/4/19 offering neighborhood litter cleanup, resident metal recycling and tire drop off. Republic Services will be donating two dumpster containers for trash & recycling and the metal recycling.
- g) **CMMC Update**- This program will be starting up at the end of the month. Last year our office was very busy with positive West Nile code reds to the public.
- h) **Flu Season**- We have ordered our Flu Vaccine for the upcoming season.
- I) **Office update**-none

**B. Communicable Diseases** - This was not been submitted for this month yet. We will bring to next meeting for review.

**C. Inspections**

- a) **Production:**
- b) **Inspector concerns & temporary food events:** Inspection going into April should be at 60%- 80%, Jordan has worked very hard to keep this number up and the goal for compliance by June.
- c) **New Establishment**- the BP Gas station located at 860 Southbridge Street will be reopening under new management. Ronnie's will be opening on 4/4/19; Crystal Caves to follow within a few weeks & Coco's Tropical Ice is already open for the season. We have had a few food trucks come in for licensing for the new season also.
- d) **Renewals**-none

Board of Health Minutes

---

March 25, 2019

**NEXT MEETINGS:** To be determined on available dates

**Motion:** Eric Otterson moved to adjourn the meeting at 6:43PM

**Second:** Carolyn Griffin      **Vote:** All in favor 3-0

**These minutes were approved on 4/22/19**