

**TOWN OF LAKEVILLE**  
**Board of Health Meeting Minutes**  
**January 20, 2016**

The Lakeville Board of Health held a meeting on January 20, 2016 at the Lakeville Town Office Building. Board of Health Members present: Robert Poillucci, Derek Maxim and Christopher Spratt. Also present: Health Agent Perry and Administrative Assistant Jo Lima. Chairman Poillucci called the meeting to order at 6:00 p.m. and noted that this meeting was being recorded by the Board of Health.

**Reorganization of Board of Health Members** – This will be addressed after Town Meeting in April.

Chairman Poillucci welcomed newly appointed member Christopher Spratt to the Board.

**332 Bedford St.** – Lewis Gammons was present for discussion, Board members reviewed septic plans dated November 19, 2015 and an associated variance request letter dated January 13, 2016 from Outback Engineering. The request was for a variance from local Board of Health Regulation 4.4a that states the system shall not exceed 24” to the top of the system above the natural elevation of the ground.

Upon a motion made by Member Maxim and seconded by Member Spratt, the Board:

**VOTED:** To approve the septic plans with variances requested but need a design of retaining wall approval by Health Agent. Unanimous Vote in Favor.

**Planning Board Review & Comment**

**County St., Julia’s Way** – Board Members reviewed a Definitive Residential Subdivision Plan dated December 24, 2015.

Upon a motion made by Member Poillucci and seconded by Member Maxim, the Board:

**VOTED:** To send a letter to the Planning Board stating that with the limited information they were given, they saw no health issues involved. Septic Plans have not yet been submitted to the Board of Health for review. Unanimous Vote in Favor.

**Approval of 2016 Various License & Permit Renewals**

Board Members reviewed a memo dated January 20, 2016 prepared by Board of Health Clerk Fran Lawrence listing the following License and Permit Renewals:

**Stables**

Private

71	Southworth Street
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**Trash Haulers**

ABC Disposal Service, Inc.
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Upon a motion made by Member Maxim and seconded by Member Spratt, the board

**VOTED:** To approve the License and Permit Renewals as listed on the January 20, 2016 memo. Unanimous in favor.

**Acceptance of December 16, 2015 Board of Health Meeting Minutes** – Members reviewed the minutes.

Upon motion made by Member Maxim and seconded by Member Poillucci, the Board:

**VOTED:** To approve the December 16, 2015 Board of Health Meeting Minutes as typed. Two in favor, one abstention (Chris Spratt).

**Acceptance of December 16, 2015 Board of Health *Executive Session Meeting Minutes* – Members reviewed the minutes.**

Upon motion made by Member Maxim and seconded by Member Poillucci, the Board:

**VOTED:** To approve the December 16, 2015 Board of Health Executive Session Meeting Minutes as typed. Two in favor, one abstention (Chris Spratt).

Chairman Poillucci spoke to new member Chris Spratt and explained how Building Commissioner Nate Darling will now be overseeing the day to day operations in the Board of Health Office, but wasn't able to be present at this meeting due to a prior commitment. A lengthy discussion held with regard to office procedures and incomplete information being submitted to the Board of Health Office. Chairman Poillucci said he doesn't feel anything should be turned into the office unless all the information needed to complete the task is submitted. This included Title V Reports that come into the office without the required water analyses, or septic plans that are submitted without all required documents. Members feel the reports should not even be accepted or stamped in unless the required water analysis is attached. Member Maxim said some towns just won't take them in. There was discussion about engineers submitting plans that don't have all required information on them and need to be revised, sometimes several times. Chairman Poillucci suggested maybe having Agent Perry developing a checklist for them. He said maybe if they submit plans incorrectly two times, the engineer should have to set up an appointment with the Health Agent to sit and review them. Health Agent Perry explained how the various piles of files in the office are waiting for something different, either from the homeowner, engineer or even the installer. He explained that the Board of Health is not the reason projects are being held up. Administrative Assistant Lima said she does her best to follow through on all septic plans that come in once they are approved by the Health Agent. She advises the installer or the homeowner so that the job gets completed in a timely manner. There was discussion about unnecessary paperwork in the property files that can probably be discarded, like pump out records for a previous septic system. Administrative Assistant Lima said she has the state records retention schedule for the Board of Health documents, but it's still up to interpretation what can actually be thrown away. Member Maxim said maybe it's a legal issue and maybe town council needs to be consulted. Chairman Poillucci said he would be fine coming in to sit with Nate and the BOH staff to address various questions they may have.

Upon motion made by Member Poillucci and seconded by Member Maxim, the Board:

**VOTED:** After a leaching field is replaced, pump out records from the previous leaching field should be discarded. Unanimous Vote in Favor.

Upon motion made by Member Poillucci and seconded by Member Maxim, the Board:

**VOTED:** On systems with several revisions, to file only the approved final revised proposed septic plan with the as-built for that system and one as-built for any systems installed prior to. Unanimous Vote in Favor.

Upon motion made by Member Poillucci and seconded by Member Maxim, the Board:

**VOTED:** The Board of Health will no longer accept incomplete Title V Reports. Unanimous Vote in Favor.

Tracking of various items was discussed, i.e.: Tight tanks and their quarterly inspections, pumping frequency, inspection and maintenance contracts, well water monitoring, etc. Administrative Assistant Lima said the Board of Health current doesn't have any type of software program that generates reminders when they are due. She said all the information currently gets inputted on excel spread sheets, but letters cannot be automatically generated and it is very time consuming to track. She said there are at least 60 tight tanks that require quarterly inspections that rarely ever get submitted. Health Agent Perry said the state expects all of these things to be tracked and followed up on. Member Maxim said there should be some type of system in place. Chairman Poillucci said he didn't think a program like that would be very expensive and should be looked into. Member Spratt said the information could probably be imported from Board of Assessor records. Chairman Poillucci said the town is looking into a program that at some point every department will be tied into and the public will be able to access as well.

Chairman Poillucci said that septic systems that are in failure should be condemned following the proper legal procedure. He feels we should be stricter like other towns when it comes to this area of the Board of Health. He said we have ticketing authority. Health Agent Perry suggested that maybe he should spend more time going to housing court to do this.

Chairman Poillucci said he wanted to make sure the new construction perc season is addressed before it's over, which is the end of May. He filled Member Spratt in on how he, Member Maxim and former Member Flynn had agreed on rescinding the regulation and wanted to see how he felt about it. He said members could possibly go over other Board of Health Regulations that were made and address the "no brainers" at the same time to save on advertising fees. He said some of the regulations would require research to find out why they were instituted, as there may have been a legitimate reason at the time. He said maybe they just need to be reworded to make more sense.

Plan review was also discussed and how much time should be spent on each plan. Health Agent Perry explained that some reviews take longer than others depending on what type of system is being proposed. Chairman Poillucci said once the new construction perc season gets eliminated, there should be a more even flow so that review of plans isn't delayed because the Health Agent is out of the office witnessing the percs.

Upon a motion made by Member Poillucci and seconded by Member Maxim, the Board:

**VOTED:** To adjourn the meeting at 7:50 PM. Unanimous vote in favor.

Accepted as Typed  
02/03/16JL