



## TOWN OF LANCASTER BOARD OF HEALTH

Thursday, January 25, 2024, at 9:30am

### Meeting Minutes

**Meeting start time-** 9:30am, called to order by Chairman Paster

**BOH Members in Attendance:** Jeff Paster- Chair, Melinda Apgar- BOH Member,  
John Farnsworth- BOH Member

**Others in Attendance:** Bill Brookings- NABH agent, Samantha Zediker- HHS Administrator,  
Scott Hayes, PE- site engineer --on behalf Nationwide Auto Recycling,  
Brian Milisci- Haley Ward, Ron Koivu- Harbor Classic Homes, Susan  
Munyon- Resident, Sheila Mallette- Resident

#### Documents shared in meeting:

- Lots 4, 5, 15, 16, 17, 18, 19, 20 Lunenburg Rd- Plans for each lot (8 in total)
- Email conversation between NABH agent Bill Brookings and Tim O'Keefe Mass DEP- CERO
- 1340 Lunenburg Road- Locus plan (shared by Scott Hayes)
- BOH letter to Selectboard- 11/22/2023

#### Scheduled Discussion:

##### 1. Permits:

- a. Lots 4, 5, 15, 16, 17, 18, 19, 20 (8) Lunenburg Rd- New lot septic permits
  - i. All lots (8) are new construction and are proposed with Presby beds, 1,500-gallon tanks, all on private wells.
    1. Open space sub-division.
    2. Most lots are 30,000 square feet and 3-bedrooms.
      - a. Loading calculations met by 10,000 square feet per bedroom.
  - ii. Lot 4
    1. Presby bed with a three (3) trench system- primary system. Per the plans- the outline around the Presby system is where the conventional system would fit if the Presby system had to be removed for any reason.
    2. Variance request- Local Regulation
      - a. 50-foot offset from the property line required
        - i. 29-foot well offset to the east of the property line.
      - ii. BOH member Melinda Apgar comment--
        1. Dash lines on the plan- Are those topography lines? - Are the dashed lines representative of the slope/elevation?
          - a. Brian Milisci response- Yes.
        2. Has testing been completed to ensure the depth of the proposed well is sufficient for the groundwater table, as it looks like it's pretty high.

- a. Brian Milisci- No testing has been completed at the well site areas; testing has been completed for the soil absorption system areas.
    - b. Drilled wells go down 300 – 350 feet.
  - 3. What is the abutting land?
    - a. Brian Milisci- one (1) side is lot three (3) and the other side is lot five (5). The rear of the property abuts the open space parcel.
- iii. BOH member John Farnsworth comment-
  - 1. Do we have a drawing that shows the plan of the entire property?
    - a. Brian Milisci- Currently there is not a large locus plan, however each plan shows the proposed system design on abutting lots with well arcs that ensure that they are outside of the well arc.
    - b. NABH Agent Bill Brookings- A overall locus plan will be required by local regulations for any project greater than 4 lots.
- iv. BOH Chairman Jeff Paster
  - 1. The eight (8) properties will be contingent on a locus plan being submitted to NABH Bill Brookings.
- iii. Lot 5
  - 1. No variance required.
- iv. Lot 15
  - 1. No variance required.
- v. Lot 16
  - 1. No variance required.
- vi. Lot 17
  - 1. Variance request- Local Regulations
    - a. 49-foot well offset to the property line.
- vii. Lot 18
  - 1. No variance required.
- viii. Lot 19
  - 1. Variance request- Local Regulations
    - a. 38-foot well offset to the property line.
- ix. Lot 20
  - 1. Variance request- Local Regulations
    - a. 48-foot well offset to the property line.
- x. MOTION: To approve all eight (8) lots proposed and lots 4, 17, 19 & 20 are approved with a variance for the well offset to property line as submitted and that it is contingent on the receipt of an overall locus drawing.
  - 1. VOTE: unanimously approved
    - a. OUTCOME: NABHA agent Bill Brookings to draft permits and

- sign them on behalf of the board.
    - b. OUTCOME: Engineer to send NABH agent Bill Brookings the locus plan.
  - b. 10 Fire Rd 54-Septic permit
    - i. Engineer not ready for today, agenda item to move to February.
2. Title-5 Inspection Reports:
- a. 56 Ivy Drive- Pass
  - b. 11 Burbank Lane- Not processed yet, agenda item to move to February.
3. Discussion:
- a. Air Sensor Update- John Farnsworth/Melinda Apgar
    - i. Waiting to hear from Allison Langon
    - ii. Seven (7) sensors have been deployed.
      - 1. Town of Lancaster Facilities- Scott- was asked to deploy one (1) sensor to the front of the Prescott building, not yet done.
        - a. OUTCOME: Samantha to check in with Scott on when this will be installed.
    - iii. BOH Chairman Jeff Paster asking for a list of details around each sensor:
      - 1. Serial number
      - 2. Deployment date
      - 3. Deployment location
        - a. OUTCOME: BOH members John Farnsworth and Melinda Apgar to compose list and provide at the February BOH meeting.
        - b. BOH member Melinda Apgar- doesn't feel current locations of the sensors are appropriate due to requirements of needing power, Wi-Fi connections, it was clarified that all proposed locations do have WIFI and electricity available.
  - b. 700 Fort Pond Rd- United Ag. Turf- Certificate of Compliance
    - i. Letter sent on 11/29/23 (Certified), received on 12/4/2023.
      - 1. No response received from Selectboard or from Hannigan Engineering.
        - a. OUTCOME: chairman and HHS Admin Samantha Zediker to draft the letter to be sent to TA & Selectboard, notifying them the business is out of compliance and what actions BOH has taken to try and get the business in compliance. The letter needs to include that the town has issued a business license to a business that is not in compliance and refusing to get in compliance. BOH informed the Selectboard of this issue at their request of the town licensing process.
          - i. Copy Mr. Hammond, Hannigan Engineering, and King material Corp.
    - c. 1340 Lunenburg Road- Nationwide Auto Recycling- Public Water Supply permitting progress and related approved sewage disposal system design flow capacity of the existing sewage disposal system.
      - i. The existing system installed about 10 years ago with the capacity of 3,234 gallons per day.
        - 1. Zone I & Zone II= 2,250 gallons per day

2. Looking to amend the permit from 3,234 to 2,250 leaving the current system in place.
  3. Original site was the Lancaster Flea Market
  4. A large warehouse for Nationwide Auto Recycling occupies the existing building at present.
    - a. 15 full-time employees, intermittent employees who make deliveries.
      - i. The actual use of the system is substantially less than its original planned use.
  - ii. NABH agent Bill Brookings comment-
    1. The physical system is designed for 3,000-gallons per day, trenches could be removed to bring it down to 2,250-gallon use per day, however not necessary to.
    2. The well will be metered, which allows the amount of water out of the well to be monitored—keeping the flow below 2,250 gallons per day.
  - iii. BOH member Melinda Apgar comment-
    1. Why do we need to approve a system that is capable of handling the load?
      - a. NABH agent Bill Brookings
        - i. Due to a proposed new public water supply well with comes along with zone 1 radius & zone 2 radius—the radius must be under control of the owner, or within an easement that protects the area, so it won't be used for anything other than zone one.
  - iv. MOTION: To except the proposal from Nationwide Auto Recycling to reduce their subservice disposal works design flow from 3,234-gallons to 2,250-gallons per day.
    1. VOTE: unanimously approved
      - a. OUTCOME: NABH Agent Bill Brookings and HHS Administrator Samantha Zediker to draft a email with the above proposed, motion, and vote to be provided to Tim O'Keefe from DEP.
  - d. 94 Fire Rd 12- Housing status
    - i. Property came to BOH attention due to a safety concern due to septic waste backing up into the bathtub and sinks.
    - ii. BOH worked with the resident to try and get the problem taken care of, however due to lack of resources on the resident's end, the homeowner was temporarily relocated to respite housing, involvement with the HHS department- Kelly Dolan
    - iii. Reinspection occurred on 1/25/24, all issues taken care of.
      1. OUTCOME: NABH agent Bill Brookings to draft a letter on behalf of BOH.
  - e. Two (2) additional properties in town that may require BOH inspections.
    - i. BOH chairman Jeff Paster and NABH agent Bill Brookings will follow up as needed.
4. CY 2023 BOH Annual Report Process
- a. BOH chairman to work on this report. The chairman will take the previous year's report

and adjust for the current calendar year—adding any activities we’ve undertaken.

- i. HHS Admin Samantha Zediker will assist the chairman in creating this report using the call/email log and BOH meeting minutes.
- ii. Awaiting NABH- Jim Garreffo end of year report—this report accompanies the Lancaster BOH report.

5. CY 2024 BOH officers

- a. Officers assigned after the May elections.
  - b. Previous BOH member Denise H. was placed as the Secretary.
    - i. MOTION: Move that the BOH elects BOH member Melinda Apgar to be the BOH Secretary until the May 2024 election occurs.
      1. VOTE: unanimously approved.
    - ii. Chairman and Secretary officer positions are voted on after each year’s election.
6. Dumpster & Portable Septic Application/Permit Fee process rescinded per Town Selectboard
- a. Should we still require applications and permits?
    - i. MOTION: Move to abandon the permitting and application process for the portable septic units and dumpsters.
      1. VOTE: unanimously passed
      2. OUTCOME: HHS Admin to work on flyer to get out to the community.
7. Additional business that the Chair did not reasonably anticipate being discussed.

**Next proposed meeting date → February 29, 2024, at 9:30am**

**Minutes → None at this meeting.**

**Meeting Adjourned at 11:13am.**

Link below for Town of Lancaster Remote Participation Guidelines:

[https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/remote\\_participation\\_guidelines\\_2020\\_master.pdf](https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/remote_participation_guidelines_2020_master.pdf)

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