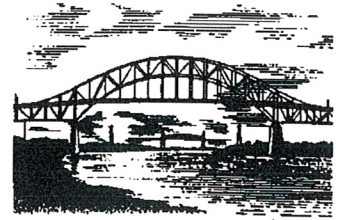


Terri A. Guarino
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

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Remote Meeting MINUTES August 10, 2022

RECEIVED
2022 SEP 16 AM 9:43
TOWN CLERK BOURNE

Meeting was called to order at 05:30pm

1. Attendance --

Members in Attendance: Stanley Andrews, Barbara Princiotta, and William Meier
Staff in Attendance: Terri Guarino, Kaitlyn Shea, Deon Wills, and Viveca Stucke

2. Public Hearing to amend Bourne Board of Health Regulations for Sewage Disposal Systems pursuant to M.G.L. Chapter 11, §31 and 310 CMR 11.02. Legal notice is attached to this meeting agenda and scope of changes are available at the Bourne Town Hall and Health Department webpage: --

Miss Guarino highlighted the necessity of amending the Board of Health regulations as it ensures that our Sewage Disposal System mandates are cohesive and reflect one another. She emphasizes that Public Health is a dynamic field that is constantly changing, and that it is vital to that we progress with it. She thanked Assistant Health Agent Kaitlyn Shea, Health Inspector Deon Wills, and Temporary Administrative Assistant Viveca Stucke for their work on this project. Miss Guarino discussed that by combining these regulations and amending them, they can be more reflective of the current Board of Health practices and standards.

- a. **Bedroom Definition Regulation:** Miss Guarino reviews the "Bedroom Definition Regulation" and states that she has added in new clarification to make it more definitive. She highlights that in collaboration with building permits and our bedroom definitions, we have to ensure that our decisions reflect our regulations. She states that the changes would be adding "*communicating corridors, laundries, pantries, closets or untreated storage spaces and; A room that contains a floor space of no less than 70 square feet (6.5 m²) with at least one 32" wide x 78" egress door to allow for the safe passage of all people as required in the Ninth Edition of the Massachusetts State Building Code, 780 CMR, and Massachusetts State Sanitary Code, 105 CMR 410.450. A room located on another level of a dwelling or structure, which is accessible solely by a staircase within and/or outside of the structure. Rooms with _____ foot entranceways and/or rooms consisting of three (3) walls and 1/2 wall not exceeding 42" in height shall NOT be considered a bedroom. In accordance with 105 CMR 410.401-402, no room shall be considered habitable if more than ¾ of its floor area has a floor-to-ceiling height of less than seven feet or is subject to the regular and/or periodic appearance of moisture, water, mold or fungi. A floor plan shall be provided for all relevant Board of Health permits including building permits.*" Mr. Andrews asked for clarification on the State Building Code and Massachusetts State Sanitary Code, and what they are in relation to. He highlights situations in which he has seen rooms be utilized as bedrooms and that he wants to ensure the Board covers all the bases. He asks about loft areas and the height of walls. He states that he would like to explore this regulation more in depth. He states that he believes this regulation strongly parallels that of the Town of Mashpee and that he thinks Cape-wide agreement could be beneficial. Mr. Meier states that this new regulation highlights new spaces. He agrees with the details regarding door openings, and he believes that the implementation of this will be vital. He states that he thinks this new regulation will reflect the past thoughts of the Board and their decisions. Miss Princiotta states that she likes having the state codes reflected in the regulations. She highlights her agreement with the doorway, entranceway and room

language. She states that she believes this regulation should be analyzed more in depth because it is so relevant to the department and Board.

- b. Adverse Impact Regulation:** Miss Guarino states that the revision of this amendment is just due to the revision of others, and that it will simply just need to be revised so that it reflects the proper dates and version of our Bedroom regulations. She emphasizes that this regulation is pursuant upon our Bedroom Regulation, so that we just need to make a revision that states "August 10, 2022, voted to amend its existing regulation approved April 8, 1992, to be as follows:" and "revised on _____," so that the regulation encompasses the current status of our bedroom regulations.
- c. Conversion/ Addition Regulation:** Miss Guarino emphasizes that the edit to this regulation is also just for housekeeping, and that it is being revised so that it further reflects the vision of the Bourne Board of Health standards. She states that the edits being made would be two additions that state "and Bourne Board of Health Regulations" so that it is highlighted in the regulation that compliance with our local regulations is a necessity.
- d. Permit Renewal:** Miss Guarino explained that this regulation is redundant, and that she wants to remove it. She emphasizes that the Permit Validity and Variance Validity regulations encompass the purpose of this, and that it is not necessary to have this regulation. She reiterates that although the nature of this regulation is vital to the office, there is already a precedent for it set in other regulations and there is no need for redundancy. Ms. Princiotta mentions possible changes in wording regarding extensions for projects not completed in time from one year to two years. Mr. Andrews confirms that that edit was made by Miss Guarino.
- e. Variance Validity:** Miss Guarino states that this is a regulation that she wants to slightly alter and amend. She emphasizes that this is not a significant change that will be occurring, and that she just wants to add in "MassDEP" to encompass a broader range of agencies that may have concerns, and to add in "siting setbacks or design" and she added the term "or amended" so that the purpose of the regulation can incorporate a deeper scope of influence.
- f. 150 Foot Setback/ Hydrogeologic Study Regulations:** Miss Guarino states she initially had a lot of edits on this regulation but did not have a chance to sit with Environmental Partners to discuss technical questions and therefore would like to hold off on working on this regulation for now.

All the Board members were in agreement that some more work needs to be done on each of these regulations. Mr. Andrews suggests that this hearing be continued to September 14th. **Ms. Princiotta makes a motion to continue this hearing to September 14, 2022 at 530pm. Mr. Meier seconds the motion.** Roll call vote to approve... Mr. Meier...yes, Ms. Princiotta...yes, Mr. Andrews...yes. All in favor.

3. **Landfill Update: Dan Barrett, General Manager of Town of Bourne Department of Integrated Solid Waste Management- Review current status of specific facility functions pursuant to Condition 13 of the recently modified site assignment.** – Mr. Barrett greets the Board and mentions how big of an undertaking Condition 13 is and explains he will give a brief overview. His goal for this update is to understand what is pressing to the Board so that way they can meet up throughout the year to go over the progress. Mr. Barrett goes over the process for the monitoring wells and that they are reviewed quarterly, at the present time he states there is nothing trending. His professional concern currently is that when droughts like we are experiencing occur you tend to see concentrations go up in the wells, so this will be carefully observed. He states that gas emissions are stagnant, taking in ash as a landfill has allowed the facility to retain more gas which means the facility does not emit much gas. Full NMOC testing will be due in 2024. Mr. Barrett goes over the types and amounts of waste the landfill has taken in and diverted from the Landfill. Mr. Barrett highlights projects Phil Goddard took on to divert materials that don't need to go into the landfill; such as shrink wrap, mattresses, and paint. He continues on to discuss a new project to divert food waste that is just starting out, food waste (organic waste) is currently 25% of the intake of ISWM. He continues on to the next topic, addressing contaminants of emerging concern. He opens it up to questions from the Board. Ms. Princiotta speaks about how great of an idea the food waste project is. Mr. Barrett notes that the food waste program is currently only open to those with landfill stickers and encourages those who choose to use it to read and follow the rules diligently, as composting and recycling are two very different things. Mr. Meier wonders what is done with the foam byproduct from treating the leachate. Mr. Barrett explains that a vacuum draws the foam over to a separate tank where it then breaks back down into concentrated water, a tertiary treatment is done with this concentrated water where it is aerated and the foam is taken off. Mr. Andrews thanks Mr. Barrett for coming to explain all of these things to the Board. Mr. Andrews would like to see the annual report be sent out to the Board. He also wants to clarify when the report confirming no connection to public water supply in downstream wells will be ready to be sent to the Board. Mr. Barrett states probably at the first of the year. Mr. Andrews wonders if a minor modification hearing will be required for the 5 acre continuation Mr. Barrett mentioned. Mr. Barrett explains they worked with the Cape Cod Commission on this process and it was written such that this would be done. Mr. Andrews asks if the 5 acre parcel is site assigned property, Mr. Barrett confirms it is not and that a minor site assignment modification with the Board down the road. He further mentions that DEP may require them to do a separate site assignment for that parcel, but that will be addressed down the line. Mr. Barrett discusses the possibility of a shop and an office being built on portions of this parcel. The Board thanks Mr. Barrett for his explanations and for answering all their questions.

4. **Bourne Health Department Fiscal Year 2022 Report and Presentation:** -- See Exhibit A. Administrative Assistant Viveca Stucke presented the Fiscal Year 2022 Report. Miss Stucke began by introducing the employees of the department from FY 2022. She highlighted Terri Guarino and Kaitlyn Shea as the Health Agent and Assistant Health Agent, she discussed that Syreeta Amaral was the Administrative Assistant but is now working with the Clerk's Department. Miss Stucke also introduced Stephanie Fitch as a past Health Inspector and explained that she is now the Conservation Agent for the Town, and that the department is lucky to have Deon Wills become the new Health Inspector.

Next, Miss Stucke analyzed permits that have been pulled in the office. She began by presenting a graph of permits that have been pulled overall in the last 6 years; 2022 (1,258), 2021 (1,396), 2020 (1,276), 2019 (1,252), 2018 (1,222), 2017 (1,073). She also displayed a bar graph displaying the kinds of permits that the departments offer, and the amount of permits that were pulled for each category. She highlighted that burial permits, food service permits, percolation tests, septic system permits, and Title V transfer reports are the most prominent. She discussed that there were 307 Title V Transfer Reports, 194 Septic System Permits, 113 Percolation Tests, and 141 Food Establishment Permits. She highlighted that out of the 194 Septic System Permits, 26 of them were Innovative Alternative systems. Miss Stucke displayed them on a map, and highlighted that they are predominantly located in Cataumet, Pocasset, and Gray Gables. She also highlighted a comparison of Food Permits throughout the years, and highlighted that there were 141 in 2022, 97 in 2021, 158 in 2020, 141 in 2019, 111 in 2018, and 109 in 2017. She discussed that these numbers encompass temporary food permits, mobile food trucks, and catering licenses as well as the typical food establishments.

Miss Stucke continued to discuss the Inspections that were conducted. She emphasized that there were 70 Complaints that were filed within the department, and that 60 of them, 85%, were closed. She stated that with 10

complaints open, these are reflective of interdepartmental discussion and more recent cases that are still being resolved.

Miss Stucke also showcased Key Inspection Figures, where she called attention to how there were 364 Food Establishment Inspections, 113 Percolation Tests, 110 Recreation Camp Inspections, 158 Final Septic Inspections, 70 Complaints, 17 Swimming Pool Inspections, and 3 Hotel Inspections. Mr. Andrews inquired about the amount of Hotel inspections and why they are so low compared to the amount of hotels/motels that are in town. Assistant Health Agent Kaitlyn Shea explained that a large portion of the local motels/hotels have been temporarily closed down due to COVID and financial issues, and that they were not operating.

Miss Stucke continued to highlight the reportable diseases in Bourne. She discussed that disregarding COVID-19, Influenza was the most prominent with 23 cases, there were 7 cases of Hepatitis C, 5 cases of Salmonellosis, and 4 cases of Campylobacteriosis. She highlighted that there were 2,605 cases of COVID this fiscal year, and there were 1, 144 cases in the prior fiscal year.

Mr. Andrews thanked Miss Stucke for her work on this project, and her prior work in the department.

5. Approve the Minutes— Approve the minutes from the previous meeting dated July 27, 2022:

Miss Princiotta made a motion to approve the minutes dated July 27, 2022. Mr. Meier seconded the motion. Roll Call Vote: Miss Princiotta-, Mr. Meier-, Mr. Andrews. Motion passes unanimously 3-0-0.

6. Set tentative date for next meeting --

Miss Guarino and Mr. Andrews discussed that the next meeting is scheduled for August 24, 2022. Miss Guarino explained that this meeting is already fully booked and that the projects will be lengthy so there is no available room for further projects on that date. She stated that the next available meeting would be September 14, 2022.

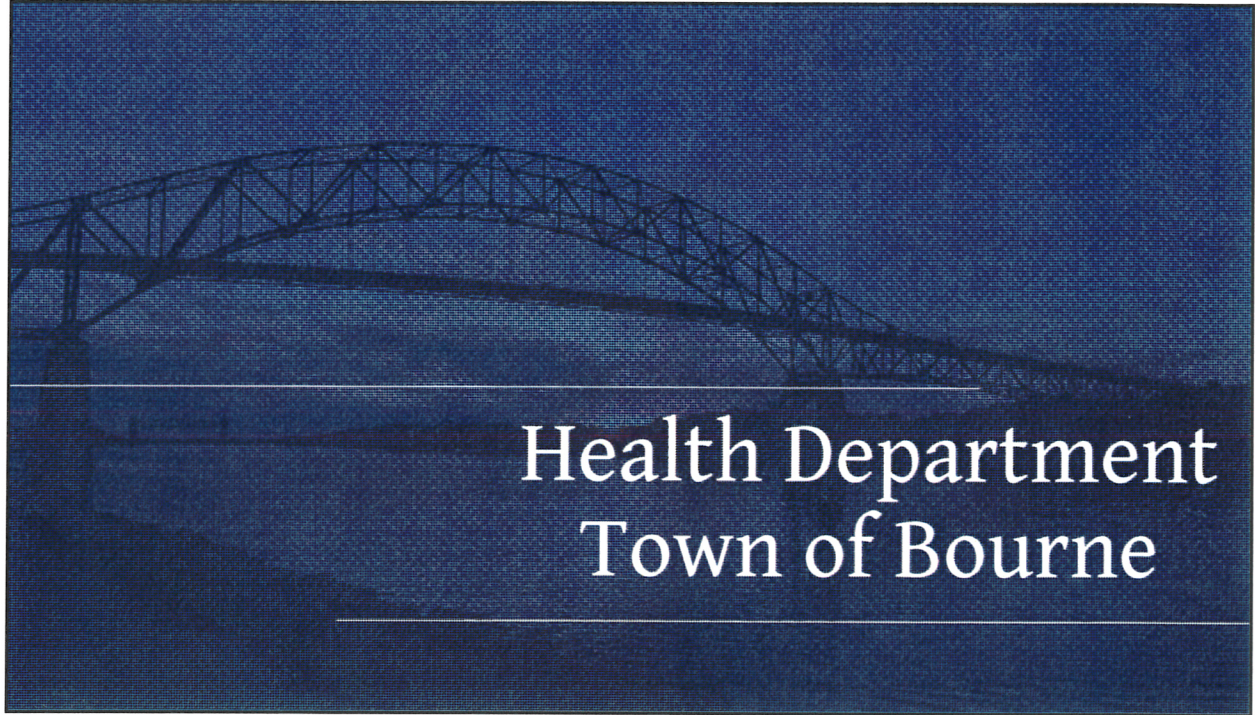
7. Adjourn:

Mr. Meier made a motion to adjourn the July 27, 2022 meeting. Miss Princiotta seconded the motion. Roll Call Vote: Mr. Meier- yes, Miss Princiotta- yes, Mr. Andrews- yes. Motion passes unanimously 3-0-0, meeting adjourned at 6:46.

Taped by: Terri Guarino, Health Agent

Typed by: Viveca Stucke

Attached: Exhibit A-- Fiscal Year 2022 Presentation



Health Department Town of Bourne



01

Our Team

Our Team!



Health Agent

Terri Guarino , RS, CHO



Assistant Health Agent

Kaitlyn Shea



Administrative Assistants

Syreeta Amaral and Viveca Stucke



Health Inspectors

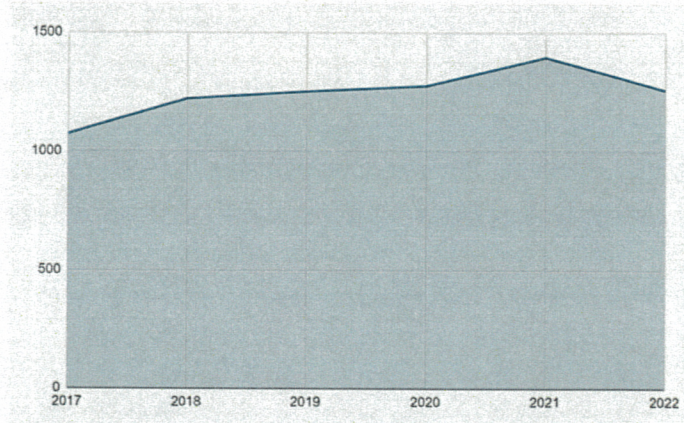
Stephanie Fitch and Deon Wills

02

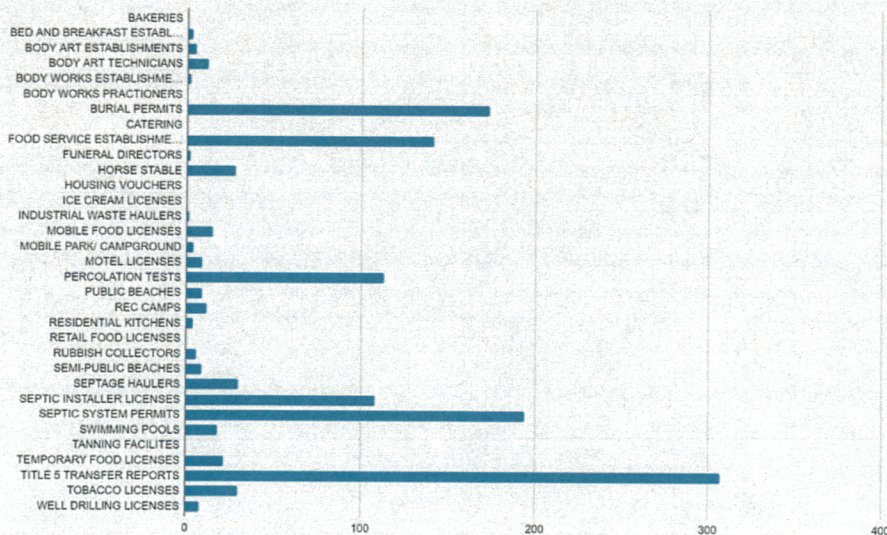
Permits

Permits

2022	2021
1,258	1,396
2020	2019
1,276	1,252
2018	2017
1,222	1,073



Permits for FY2022



Permits

307 

Title V Transfers

Typically submitted when a house is sold/upgrading septic

113 

Percolation Tests

Evaluation of soils and groundwater prior to the installation or upgrade of a system

194 

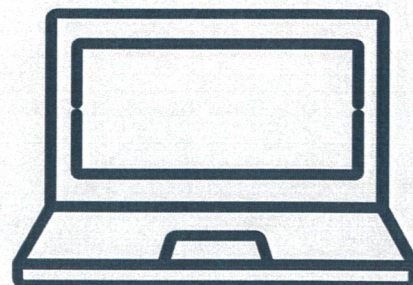
Septic System Permits

Reflects how many septic construction permits were submitted.

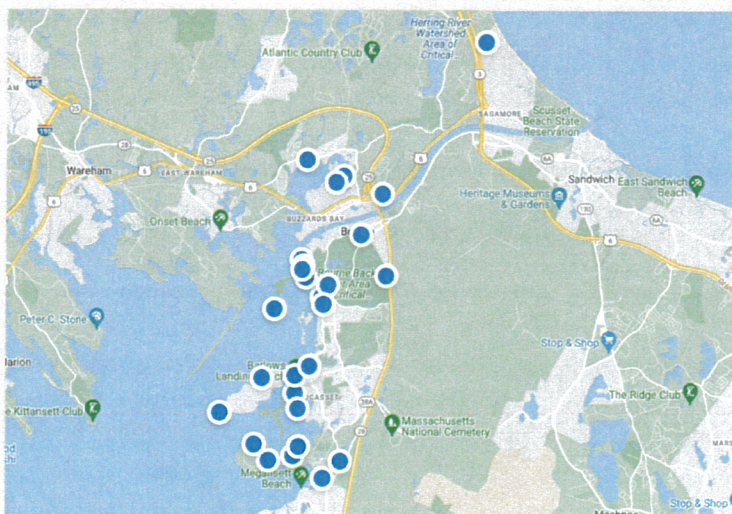
141 

Food Establishment Permits

This reflects the amount of food establishments that we have in town



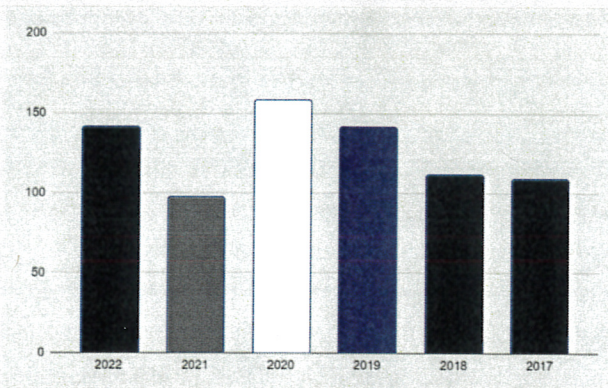
Innovative Alternative Septics



There were 26 Septic Permits submitted in FY 2022 that were for an I/A system.

Not all of these have been installed yet! These are just for the permits pulled!

Food Permit *growth*



■	■	□
2022	2021	2020
141	97	158
■	■	■
2019	2018	2017
141	111	109

03

Inspections

Inspection Data

70

Complaints

70 Public Health Complaints were submitted online through our permit portal.

85%

Closed & Completed

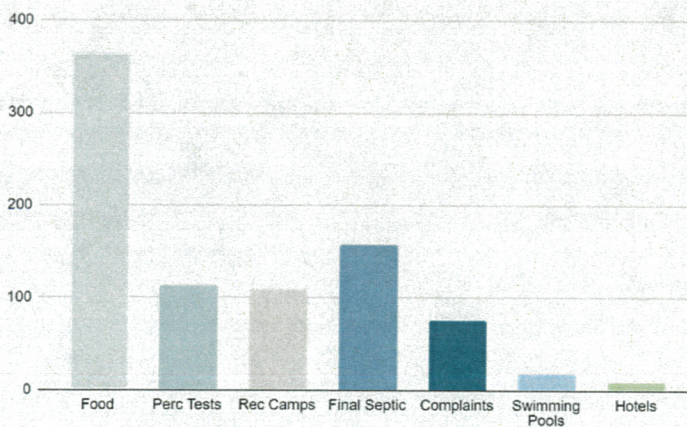
60 of the 70 Public Health Complaints were investigated and resolved.

15%

Active

These properties are still being investigated, are from a more recent date, and they are still being looked at.

Key Inspection Figures

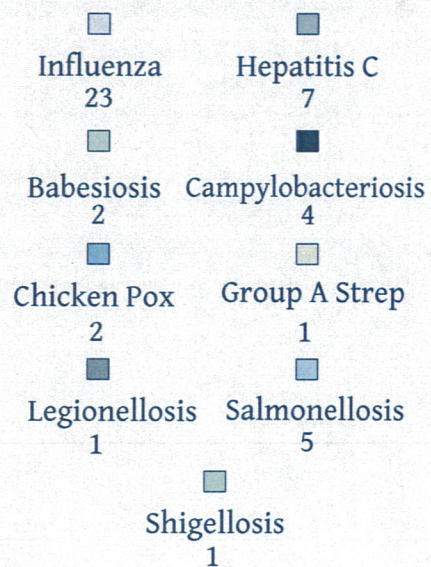
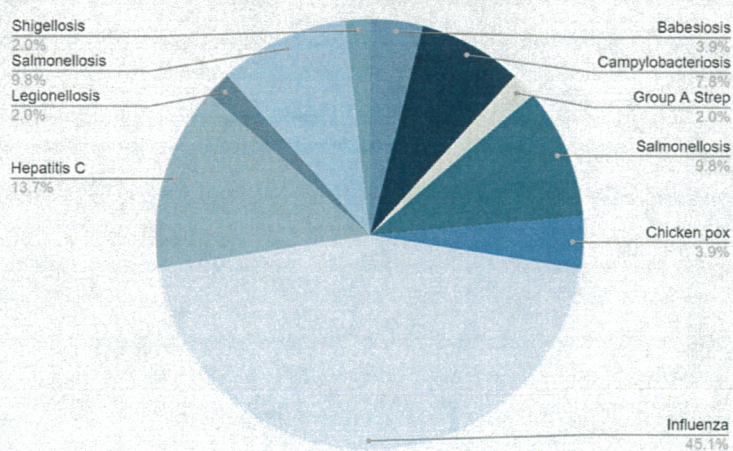


Food	364
Perc Tests	113
Rec Camps	110
Final Septic	158
Complaints	70
Swimming Pools	17
Hotels	3

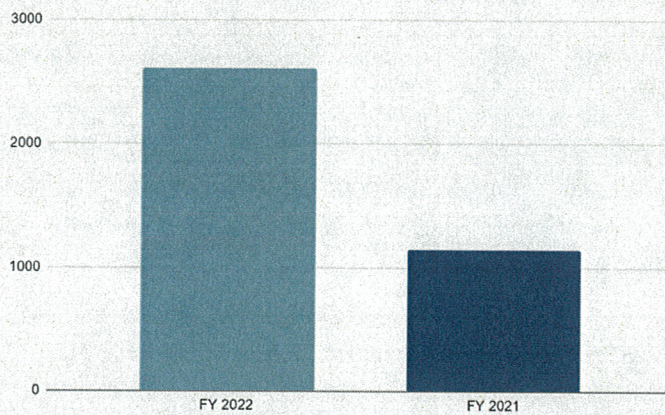
04

Diseases

Reportable Diseases



Coronavirus



For the Fiscal Year 2022 (7/1/2021-6/30/2022), there were 2,605 recorded cases of Coronavirus compared to 1,144 cases in Fiscal Year 2021.