



Terri Guarino  
Health Agent

# TOWN OF BOURNE BOARD OF HEALTH

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TOWN OF BOURNE

## MINUTES June 22, 2016

**Members in attendance:** Kathy Peterson, Chairperson; Stanley Andrews, Vice-Chairperson; Don Uitti, Secretary; Galon Barlow and Kelly Mastria

**Support Staff in attendance:** Terri Guarino, Health Agent and Lisa Collett, Secretary

### MEETING WAS CALLED TO ORDER AT 7:05pm

- 1. TITLE 5 VARIANCE/WAIVER PACKETS FOR BOARD OF HEALTH MEETINGS – Review and possible vote** – Ms. Peterson stated she has some minor changes. On the first page where it reads to please read carefully and follow all instructions, information received late or incomplete MAY result in a delay of your scheduled hearing and your request MAY be moved to the next meeting. The next line under variance, installation of a new Title 5 septic system that does not meet the requirements in Title 5 is ok. Mr. Andrews stated that there are local regulations that need to be inserted here. Mr. Andrews stated it should read as follows, a new installation of a new Title 5 septic system that does not meet the requirements of Title 5 310 CMR 15.000 or the Town of Bourne's modified Title 5 regulations. Ms. Peterson continued with the next line, the request to use the existing septic system for a proposed renovations, addition or alteration to existing dwelling instead of property. These are just suggestions and will be voted on at the end. Ms. Peterson stated that she did not have any changes under the definition of a bedroom. Definition of a non-bedroom non-habitable space. Kitchen, bathroom, living room, halls or any room with a 4 foot or wider cased opening. We should include the Board of Health legal notice for bedroom/habitable space. On the sample of the letter to request a waiver, please accept this letter as a request for a waiver to continue to use the existing septic system. The next line after renovations and/or alterations, to the existing dwelling. The percent of increase worksheet, the first paragraph it says Board of Health at the time of the variance, Ms. Peterson would like to add, or waiver request. Under bedroom square footage, it says any legal bedroom and/or room with provides minimum seclusion. Next paragraph down under percentage of total increase, for the purpose of any variances or waivers, requests for reduction of the 150 foot setback to the wetlands/top of coastal bank which includes a proposal for renovation, alteration or additions to the existing

dwelling, the following guidelines shall apply. The next paragraph after renovations, alterations or additions. The same shall apply for the next paragraph. Ms. Guarino stated that adding the word dwelling on the percentage of increase worksheet and the first page she feels it would be best to use the word facility which is the word used within Title 5. The definition of a facility within Title 5 is any real property including any abutting real property and any buildings thereon which is served, is proposed to be served or could in the future be served by a system or systems where legal title is controlled by the same owner or owners or the local approving authority or the department otherwise determined such real property in single ownership or controlled pursuant to Title 5. Ms. Barlow stated that it gets confusing when there is a barn issue like the last meeting because it would appear to fall under that but the reality is it's just a barn. Ms. Guarino stated that she feels the Title 5 definition would be better in this situation. Mr. Andrews asked that the definition be re-read for him to better understand it. Ms. Peterson reads the definition. Ms. Peterson stated she understands what Ms. Guarino is saying but her issue is she does not think the average person coming in will know what facility means. You will spend more time explaining that than the word dwelling. The board and call any building type a dwelling. Ms. Guarino stated that even the word property might be better because it is less specific. For example, someone could argue an old shack can be referred to as an existing dwelling. Less clarity could be more beneficial in some cases. Ms. Peterson stated that she is opting for dwelling. Mr. Barlow stated that he agrees. Mr. Barlow stated that his vision of a facility would be something like Kingman Marina which is a different scenario to a residential property. Ms. Guarino stated that on the certified abutter's listings, there is a lot of focus on the green cards but really what is required in Title 5 is that the applicant prove that they sent out the certified mail 10 days in advance. The applicant can't control whether or not an abutter signs for the certified mailing so just the white receipts from the post office should be enough. Ms. Peterson stated that she agrees. Mr. Andrews stated to remove the language regarding green cards and just add the receipt of certified mailing to be submitted to the office 10 days prior to the meeting. Mr. Andrews stated to have the green card information removed from the instructions. Mr. Meier stated his secretaries use the on-line website to check the certified mail. Ms. Peterson stated that was all good but the applicant has to supply the office with proof of the certified mailing. Ms. Mastria stated that it also provides proof of mailing for the office to put the applicant on a meeting agenda. Ms. Guarino stated that another problem is the applicant will use an abutters list from a different board which is not the same abutters as the Board of Health so it's important to stress that they need an abutters list for the Health Department. **Mr. Andrews made a motion to accept the variance package as modified this evening on the first line, information received late or incomplete may result in a delay. Second line, request may be moved to the next available meeting. Under variances, it will also state the Town of Bourne, Board of Health Regulations. Under waivers, strike property and install existing dwelling. Under definition of a non-bedroom/non-habitable space, after 4 foot or wider cased opening Board of Health legal notice for habitable space, after bathrooms, halls. Under certified abutter list,**

after 10 days prior to date strike the next sentence from the word the to hearing and insert with acceptable proof of certified mailing. The next one is sample of letters to request a waiver, the first line, request a waiver to continue to use the existing septic system. The second line, address of property will be changed to address of dwelling. The percentage of increase worksheet, the third line, variances for waiver, the next section, bedroom square footage, any labeled bedroom and/or any room that provides minimal seclusion. Percentage of total increase, first line, purpose of any variances, insert waivers requests. Also insert, to existing dwellings at the end of renovations, alterations and/or additions. The next paragraph after renovations, should read comma alterations or additions and the same exact thing with the next line. Mr. Uitti seconded the motion. It was unanimous

2. **14 CANNONICUS AVE, 37 CIRCUIT AVE, 80 JEFFERSON RD, 945 SHORE RD, 87 SHORE RD, 32 CARVER RD, 125 CLARK RD – Discuss and possible vote to amend** – Ms. Peterson stated that this item is in regards to deed restrictions. Each individual address will be discussed and Ms. Guarino will be questioned as to why a deed restriction was placed. Ms. Peterson stated that since she has sat on the board, the Board of Health votes to put deed restrictions on addresses. Usually it is for a large variance of if the applicant is requesting to use the existing septic system. 14 Cannonicus Ave, Ms. Guarino stated that she sent some information electronically to explain why deed restrictions are required in Title 5. One is a condition of a variance approval by the Board of Health and the other is the minimum design flow is less than 330 gallons per day so it's required. Ms. Guarino reads the statement for Title 5 requirements. Ms. Peterson stated that the problem she has with this is that on May 13, 2015 this was in front of the board to request to extend previous variances. It was granted to give a 6 month extension. Although Ms. Guarino was not the Health Agent then, this should have stayed in front of the board and not just been handled in the office. Ms. Guarino stated the project was not feasible and the project became null and void. It ended up being just a repaired failed septic system which is always done in house with a red stamp for a local upgrade approval for maximum feasible compliance. Mr. Andrews asked how close is it to a water research area which is why these types of issues come before the Board of Health and are of concern. Ms. Guarino stated that it is pretty close which most are that were built back in the 1900's but it doesn't make a difference for upgrades. Mr. Andrews stated that the board hears everything within 150 feet that is a replacement of a septic system. Ms. Guarino stated no. Mr. Barlow stated that Ms. Guarino is coming in behind Ms. Coffin and she doesn't understand what has been done in the past. Had this project changed, the board would have been notified. At least the board should have been notified by email of this change. Ms. Guarino stated that she can certainly notify the board when projects change but it is not something that requires a hearing. Mr. Barlow stated that this is a very sensitive area and the board should have been notified and involved. Ms. Peterson stated that deed restrictions are coming on fast and furious. Recently was a 6 month restriction on use of the property and there is a tight tank. With a tight tank it just needs to get continuously pumped. A 6 month use of property restriction should not

have been placed without coming in front of the board first. Mr. Barlow stated that he doesn't think the board can legally restrict someone from using their property. Ms. Guarino stated that it is a requirement in Title 5 that a tight tank be restricted to seasonal use. The restriction was modified in 2014 in Title 5. Before then, the property would need to be reported to Mass DEP. Now just the seasonal restriction is required. The same is required for baseball fields and beaches. Ms. Peterson stated that any type of restricted use must come before the board. Ms. Peterson stated that she does not agree with a 6 month restricted use. Ms. Peterson stated that one resident on Carver Rd and Clark Rd spent \$300.00 on 2 deed restrictions and I/A systems. Mr. Andrews stated that back in March the board discussed to have deed restrictions and I/A systems recorded as one document. Ms. Guarino stated that she has not seen that nor has it been received to the office. Mr. Andrews stated that 3 meeting in a row the board discussed and expressed that they wanted the forms put into one document for ease of filing. Ms. Guarino stated that the applicant just needs to read the document and will know how to record the forms properly. Ms. Mastria stated that it is a good idea to notify the board about any changes because it was already in front of the board and it keeps the board updated. Ms. Peterson stated to have the building permits scanned to the board members so they can decide what should come before the board. The board wants to be included in these decisions as they were in the past. Ms. Guarino stated that what happened in the past was less enforcement on this requirement in Title 5 or there is more frequency of it because of the market has been and these are all old cottages with just septic repairs. A repair upgrade that needs to be done very quickly because of a closing is approved in house. Mr. Andrews stated the homeowner's lack of planning does not institute an emergency for the Board of Health. Ms. Peterson stated that she understands what Ms. Guarino is saying they are going to come to an agreement on how this will be done from here on in. The feeling of this board is that they all want to be involved. Anything that is near a water resource area is why the Board of Health has more strict regulations then Title 5. Ms. Guarino stated that the current regulation, which has been in effect for 15 years, if the board wants to see all the properties within 150 feet that are being repaired and upgraded, the board needs to amend the red stamp regulation. Ms. Peterson stated when these types of upgrades come in and a deed restriction is needed, then they must come before the board. Mr. Barlow stated that it was easier for Ms. Coffin to come before the board and let the board discuss and vote. It is easier for Ms. Guarino to refer to the Mass General Laws and enforce without bothering the board. Mr. Barlow stated that it takes the board out of the loop which is what they do not want. Ms. Guarino asked if the board members have had an opportunity to read what she submitted. Mr. Andrews stated that he works and does not have time to read something submitted just hours before the meeting. Ms. Guarino stated that there is a good example of what a local upgrade approval looks like. Mr. Andrews stated that there was one about 6 months back, on Circuit Ave, he came into the office and the unit was in front of the board to add a bathroom in the basement. It was stipulated in the approval to do at alteration to the house that if the system failed, they had to put a compliance system in yet a red stamp septic plan upgrade was approved instead. Ms. Guarino stated

that for 80 Jefferson Rd, you can see that these are placed in the only location that they can go and it is always farthest away from the resource. There is no way that any larger system can fit but these waterfront properties sometimes shared a system which one recently collapsed and luckily Peter Valeri Construction had already started the process of preparing to repair and upgrade. Ms. Peterson stated that Ms. Guarino inform the board once per week with what she has done for that week. Ms. Peterson stated that three things will require a hearing before the Board of Health. Definitely ones that have already been before the board in the past. Anything within a water resource area and the 150 foot setback. Ms. Guarino stated that this is referring to the red stamp regulation. Any repair or upgrade that the board wants to review as a board then that is something that will require amending the regulation. Mr. Andrews stated that the board can amend regulations. Ms. Mastria stated she is not clear on the function of the red stamp. Ms. Guarino read word for word the regulation on failed septic systems within a highly sensitive area. Ms. Peterson stated that she appreciates Ms. Guarino following the rules of Title 5 but it is new for this board. The consensus is the members of the board are not comfortable with the whole writing of the deed restrictions. This has been discussed before and they are now discussing it again. The board members are asking Ms. Guarino for some type of communication with the board. Ms. Peterson stated that Ms. Guarino can justify what she is doing but so can the board when they asked her to stop doing what she is doing because the board members want to do it. Ms. Peterson stated that the board would just like to work together find a way to make this situation comfortable for everyone. Ms. Peterson stated they do not have to read from 310 CMR because she feels everyone understands the Title 5 codes. The root of the problem is getting everyone working together. Ms. Peterson stated the board wants to be included in these decisions regarding deed restrictions. Mr. Andrews stated that this was discussed in February and two meeting in March of 2016 and in fact out the minutes on the deed restriction form just about to the end, it is understood that by splitting the alternative septic systems in the bedroom deed restriction on the two different deeds, now the Board of Health is going to have to require a vote. Two different deed recording to be filed on one system. The board had this conversation back in March 2016. Mr. Andrews thought this was done in March and now here it is, back again. Mr. Andrews stated that as Ms. Peterson already stated, we can work together or change the regulations to make everything stricter and have everything come before the board. If that means to meet weekly to do then that is what we will do. Ms. Mastria stated that this has been on going and communication is the root of all evil here. Everyone just needs to communicate more clearly. Ms. Mastria stated that, for the record, Ms. Guarino is doing a great job and knows the codes and regulations. The board appreciates all that Ms. Guarino is doing however, it is important for the board to know what part of the job is policy and what comes in front of the board or regulations that have not been enforced in a long time requires communication. There is a plethora of information on this board of people that are going to know and have the answers. We need to communicate and talk through things. Simple communication and all working as a team is what is needed. Ms. Peterson asked Ms. Guarino if she is with the board on this and understand where the board is coming

from. Ms. Mastria asked to hear from Mr. Guerino. Mr. Guerino stated that he really is not here to talk, he is here to listen. Mr. Guerino stated that he understands the Board of Health's need to be informed. He also understands where there is administrative authority granted under the CMR similar to the wiring inspector or the plumbing inspector which he does not expect to hear from then on routine things. Coastal bank issues he is not an expert of and will not even try to attempt to comment. Mr. Guerino stated that he provides his board every week or every other week a templated report that he sends electronically to the Board of Selectmen. It is time consuming, and he has informed his board as such, but it does help the members prepare for the meeting. Mr. Guerino stated that he has suggested to some members of the Board of Health and Ms. Guarino about working on communication issues. Mr. Guerino stated that this is a communication issue and certainly not a competency issue. Mr. Guerino stated that he suggested that a communication protocol be put in place. Ms. Mastria stated that she used to be a school teacher and every Friday she would send home with her students a newsletter which kept her on track and kept all the parents informed. It was a lot of work but worth it. Mr. Barlow stated that problem is Mr. Guerino works for the Selectmen. Ms. Guerino does not work for the members of the Board of Health she works for Mr. Guerino which makes this a totally different situation. Mr. Guerino stated that was correct. Ms. Peterson stated that Ms. Guarino does work for Mr. Guerino but she is the Health Agent that also reports to the Board of Health and follows the Board of Health regulations and policies. Mr. Guerino stated that he needed to interject here because the board is starting to get into personnel related issues which should not be discussed at a public hearing. Mr. Andrews stated that his concern is that they are all members of the board. They all walk around the public and are approached with questions that they have no idea what that person is talking about. Had they been better informed, they would know how to answer that person asking the question. Ms. Peterson stated that they need to get back to finding out how to stop this particular issue we are discussing right now. It appears to be communication. Mr. Guerino stated that he feels some of those, based on the discussion this evening, seem to be very perfunctory and some not so perfunctory. Mr. Guerino stated that Ms. Mastria was trying to part these differences out. Mr. Guerino stated that he agrees that the board should be notified when some of these things happen especially in an emergency situation when sewage is spewing out. Ms. Peterson stated that the discussion is getting too far off of the subject at hand because it is not on the agenda. Mr. Guerino stated that this is part of the agenda. Ms. Peterson stated that it is not. There are specific items on the agenda for specific addresses. Mr. Andrews stated that this discussion right now is why these items are on the agenda. Ms. Guarino stated that it has just been very busy in the office. She does understand that the board members do get approached by the public and get questions but she recommends anyone asking any questions to contact her for answers. Ms. Peterson stated that Ms. Guarino is a lot stricter regarding CMR 310 than Ms. Coffin was on certain things. Mr. Andrews stated that Ms. Guarino enforces the Boards regulations and the state regulations. Ms. Guarino stated that although she made the huge packets with all the regulations, some of them are really old. Ms. Mastria asked if a motion can be made to

brainstorm together to get some ideas that may make the regulations more dated and understandable. Mr. Andrews stated that the board is not a workshop on the regulations. Ms. Peterson stated that she would like to put this back on the next agenda. It was on for this agenda but the board was not prepared enough to discuss it. There are a lot of changes that Ms. Guarino would like to see and there are a lot of changes that the board would like to see. So it was moved to the first meeting in July 2016. There are people that want to come in and speak to the board about the regulations such as installers, operators and as Ms. Guarino mentioned, someone from Barnstable County. Right now, a decision needs to be made on this item as to how the board wants to be informed. Does the board want anything within the 150 foot setback? Mr. Andrews stated that the board would like to see all of these but according to Ms. Guarino that is not within the boards grasp because of the red stamp regulation. Ms. Guarino stated that the red stamp regulation is in place so that repairs and upgrades within that setback can be addressed promptly in-house. Ms. Peterson stated that she agrees with Ms. Mastria. There is a wealth of knowledge amongst this board which really needs to be tapped into to help understand every step of the way Ms. Guarino is going. Ms. Guarino stated that the other thing is that the red stamp and the setback to a coastal bank are separate from the deed restriction. These just happen to be all little cottages which were two bedroom systems within the setback. Ms. Peterson stated that the two different documents from the two different properties could have been combined as one document so the filing should have been one for Carver Rd and one for Clark not 4 separate recordings. Ms. Mastria asked if there are instructions that are sent out with the packets. Ms. Guarino stated that usually they are sent via email so there are instructions on how to record at the registry of deeds. Ms. Peterson stated that the only other real problem she has is the 6 month restriction on a property. Mr. Barlow stated that Ms. Guarino already stated that the state is requiring these properties to be restricted to 6 months. Mr. Andrews stated that he would like to review the documentation that the agent gave out so that the board can be better informed for the next meeting. Ms. Mastria stated if the board is going to have a discussion and possible vote on this red stamp, this regulation is to repair a failed system or an emergency repair. Ms. Guarino stated that there are 2 things. Deed restrictions and red stamp which is the local regulation within 150 feet. These properties happen to be a combination of both. The 125 Clark and Carver Road, the owner is proposing new construction. He will only be allowed a 2 bedroom dwelling is an I/A septic system. Mr. Andrews stated that the I/A testing regulation is enforced by the Board of Health. The Board of Health regulation is much more strict then the state regulation. Mr. Barlow stated that the board would like to see anything within 150 feet. Ms. Mastria asked if a system fails and the permit is red stamped for an emergency repair and it comes before the board, the applicant would be requesting a waiver. Mr. Andrews stated they are all case by case situations. Some are waivers but some will be variances. Ms. Peterson stated that for the next meeting why don't we add the red stamp regulation, under Title 5, local and state. Ms. Peterson asked if Ms. Guarino agrees. Ms. Guarino stated that the regulations that were mentioned in an email regarding Title Transfer Regulation for Title 5 inspection should be priority right now.

Ms. Peterson stated to add the Title Transfer Regulation and the Red Stamp Regulation to the next meeting. Mr. Andrews suggested the deed restriction for I/A policy also. Ms. Guarino stated that would be the Alternative Testing Policy. That one Ms. Guarino can probably get Barnstable County to probably attend. Mr. Andrews stated he has a couple of operators who have offered to attend a meeting as well. Ms. Peterson stated that for the next meeting, the Title Transfer Regulation and the Red Stamp Regulation for local and state to the next meeting. Ms. Peterson stated that getting back to item 2, does the board want to continue this discussion? **Mr. Andrews made a motion to continue Item 2 and this discussion to a future meeting once the board members have had a chance to review the documentation that was sent out this evening.** Mr. Barlow seconded the motion. It was unanimous.

3. **CONDENSED MINUTES – Discuss and possible vote to stop the practice of condensed minutes** – Ms. Peterson stated that the board has decided that they can no longer have condensed minutes. There have been a number of issues as to why they can't be condensed. Ms. Peterson would like to see the minutes put back into a full rendition. Mr. Andrews stated that he recalls he was the only member of the board that voted against the approval of condensed minutes and one of the biggest issues he has is when the board approves a system, the board is very specific as to why they are granting or denying a waiver or variance. Although the audio version is on the computer, the condensed version does not give the full story of what is going on. Mr. Barlow stated that he agrees with Mr. Andrews. Mr. Barlow stated that it is often that the board refers to minutes from past meetings. Ms. Peterson stated that it is so important that there are minutes. The office is closed on the weekends so the board members do not have access to hear to audio minutes so the written minutes are very helpful. Ms. Peterson stated that it was extremely difficult to request a copy of the taped minutes so for that reason and that reason only she feels the board needs to make a motion to return to a full copy of our meetings. Mr. Andrews stated that he would like to hear what the office has to say. Ms. Guarino stated that if that is what the board wants then that is what the office will do. Mr. Andrews asked if Ms. Guarino had any thoughts. Ms. Guarino stated that her thoughts are having a transcript of the minutes is extremely time consuming to generate. **Mr. Barlow made a motion that the board return to the practice of not having the minutes condensed but having a full set of minutes to have a history to go back to.** Mr. Andrews seconded the motion. It was unanimous. Mr. Meier stated that when he was on the planning board, the minutes were too short and the decisions were approved and seconded without any documentation they were losing those cases in court. Mr. Meier stated that when Mr. Troy, the town's attorney, came to an executive session meeting, he informed the board that he can't do his job and defend the board without proper and accurate documentation. Minutes are the official record of any meeting. Mr. Meier stated that even though the office is busy, they just need to deal with it and provide accurate minutes. Ms. Peterson stated that the office asked the board to try condensed minutes and the board did for a while but the board is just not comfortable with it.



#### 4. REORGANIZATION AND APPOINTMENTS OF THE BOARD

**Kathy Peterson – Discuss and possible vote** – Ms. Peterson stated that for the appointments of the board, they have the authority from the selectmen to deal with Mr. Wall which is an ongoing issue with the town. Selectman, Don Pickard, has agreed and he and Ms. Peterson have already discussed that he is going to join the board in that working group that they have and it involves any sessions with Mr. Wall. That way he can keep the Board of Selectmen up to date as to what takes place in the meetings so that nothing comes as a surprise to the Selectmen. Ms. Peterson stated that it is also good because they are elected to protect the health of the citizens of Bourne and the Selectmen are elected to fiscally and a lot of other issues to protect the citizens of Bourne. So anything that will be discussed with Mr. Wall would be something that would be handled by both departments. Ms. Peterson stated that because Ms. Mastria was elected again this year, the board needs to discuss the Chairman, Vice-Chairman and Secretary positions on the board. **Mr. Andrews made a motion to accept the Chairman of the Board of Selectmen to sit when the board has discussions with regards to legal counsel. Ms. Mastria seconded the motion. It was unanimous.** Ms. Peterson stated that the other discussion is the Wastewater Treatment and the Landfill Working Group. Ms. Peterson stated that Ms. Mastria is doing a great job with the Landfill Working Group and the board would really like to keep her there. Ms. Peterson stated that Mr. Andrews would really like to come off of that. Ms. Peterson stated that she will become Ms. Mastria's alternate if Ms. Mastria is unable to go to the meetings. Mr. Andrews stated that this group is potentially going to start the RFI process which makes this a good time for someone to change over in this group. Ms. Guarino stated that Ms. Butler, the Health Inspector, could be an option as well. Mr. Barlow stated that it is kind of a problem having town employees as the Board of Health's designees on committees that the board is supposed to be involved with not meaning the sewer committee. It gets to be a problem because number one, they do not live in town. That's a big problem for some who live in town asking why the Board of Health has people who don't live in town sitting on committees. It doesn't make the board look very good. It ends up being town employees being clerks for these committees and actually doing work for the committees when they really should be working for the town. That doesn't work out really well either. People just don't like it. Mr. Barlow also stated that although he has no problems with Ms. Butler, he feels Ms. Butler would not represent the Board of Health sitting on the ISWM Working Group. Mr. Andrews stated that he has sat on this committee for 6 or 7 years now. He has learned a lot of the process going through with it and feels that the transition that this group is at right now is to make a change. **Ms. Peterson made a motion to have Ms. Mastria be the front person for the ISWM Model Working Group with Mr. Andrews right by her side for 6 months. Mr. Andrews added that he will stay as the alternate for the year. Mr. Uitti seconded.** Mr. Barlow stated that he would like to be in favor with the stipulation moving forward that when there is a meeting the Board of Health members are provided an update through email. **It was unanimous.** Ms. Peterson stated that Mr. Andrews would like to get back on the sewer committee. **Ms. Peterson made a motion to appoint Mr. Andrews to the sewer representative for the**

**Board of Health. Mr. Uitti seconded the motion. It was unanimous.** Ms. Guarino asked who the last person was for the sewer committee. Mr. Andrews answered that Ms. Guarino was. It's the Wastewater Advisory Committee. Ms. Peterson stated that as she remembers correctly, Ms. Guarino wants to stay on that committee. Ms. Guarino stated that she does want to stay on this committee. Ms. Peterson stated that Mr. Andrews is going to be the representative for the Board of Health and Ms. Guarino is welcome to stay on that committee with Mr. Andrews but Mr. Andrews will be the one involved. Ms. Guarino stated that she would not be able to be a member at large. Ms. Guarino stated that Mr. Andrews will need to go to the Selectmen's office and submit his paperwork because she has already done so. Mr. Andrews stated that the Chairman of the Sewer Commission will take care of that for him. Ms. Peterson stated that they now are back to Chairman, Vice-Chairman and Secretary for the Board of Health. Mr. Barlow stated that maybe Mr. Andrews needs a break and put Ms. Mastria as Vice-Chairperson. Mr. Barlow stated that Ms. Peterson and Mr. Andrews are both very aggressive people where Ms. Mastria is more passive and more of a teacher and feels the combination works better. Mr. Barlow stated that this is not a personal attack on either Ms. Peterson or Mr. Andrews but feels it will give a better blend to the board. Ms. Mastria thanked Mr. Barlow but feels she is not ready for a Vice-Chairman position at this time. **Mr. Barlow made a motion to continue the appointment of the Vice-Chairmen to allow time for Ms. Mastria to think it over. Mr. Andrews seconded the motion. It was unanimous. Ms. Mastria voted not in favor.** Ms. Peterson stated that she really doesn't want to put Ms. Mastria on the spot but she has definitely stepped up and she is very involved. Ms. Peterson feels that Ms. Mastria will feel more comfortable the next time around. Mr. Andrews stated that this will be discussed again at the next meeting.

5. **APPROVE THE MINUTES from April 13, 2016 and April 27, 2016 which were CONTINUED from the meeting dated June 8, 2016. No action. This item will be moved to the next agenda**
6. **APPROVE THE MINUTES from May 11, 2016 and May 16, 2016 CONTINUED from June 8, 2016 – No action. This item will be moved to the next agenda.**
7. **APPROVE THE MINUTES from June 8, 2016 – Ms. Mastria made a motion to approve the minutes from June 8, 2016.** Mr. Andrews stated that although he was not present at the June 8, 2016 meeting. He finds it strange that the board did not close out an agenda item. Ms. Peterson reads from the minutes submitted for approval. The board voted to approve the minutes from April 13, 2016 and April 27, 2016 which were continued from May 11. Ms. Mastria moves to not approve the minutes until further discussion on how to make them more thorough. Mr. Uitti seconded the motion. Next was item number 5 to approve the minutes for May 11 and May 16. Meeting adjourned before further discussion was made for this item. Ms. Peterson asked if that is what is on the tape. Ms. Collett stated that she typed the minutes word for word for that meeting. Ms. Peterson stated that the board did not close out that agenda item. Mr. Barlow stated

that he believes the board continued it. Mr. Andrews stated that he sees a discrepancy. Ms. Collett stated that the board adjourned before this item was discussed. Ms. Peterson stated that the reason for that was because of the item above that the board did not want to approve any minutes because the board was not comfortable with them. Mr. Andrews stated if there was no action taken, then the minutes are correct. Ms. Peterson stated that the board decided with item #4 that the minutes were not going to be accepted as typed. **Mr. Uitti seconded the motion. It was unanimous.**

**Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:56 PM.**

Taped and typed by Lisa Collett, Secretary

Kathleen Peterson \_\_\_\_\_

Stanley Andrews \_\_\_\_\_

Galon Barlow \_\_\_\_\_

Don Uitti \_\_\_\_\_

Kelly Mastria – \_\_\_\_\_

cc Board of Selectmen/Town Clerk