

Weston Board of Health
Meeting Minutes
January 15, 2019
1:00pm – 3:00pm
Weston Town Hall: Lower Conference Room

Present: Dr. David Kominz, Chair
Dr. Elisabeth DiPietro, Member
Laura Azzam, Member
Wendy Diotalevi, R.S., Public Health Director
Beth Ann Boles, R.S., Health Agent

I. **Approval of Minutes – December 18, 2018**

Laura Azzam made a motion to approve the December 18, 2018 meeting minutes. Dr. Elisabeth DiPietro second the motion. Vote unanimous. Motion carries.

II. **Adopt Underground Utility Permit**

Public Health Director Wendy Diotalevi proposed to the Board the need to require an underground utility permit application due to a homeowner whose septic system was accidentally decommissioned by hiring a contractor who installed an underground propane tank in the middle of the leach field. The new permit application will require that contractors installing underground utilities locate structures and septic systems (proposed or existing) and obtain a permit prior to installation of underground utilities. The proposed fee is \$75.00 to cover the review and paperwork for the approval of the permit.

Laura Azzam made a motion to adopt and approve the proposed Underground Utility Permit Application and permit fee of \$75.00. Dr. Elisabeth DiPietro second the motion. Vote unanimous. Motion carries.

III. **Update: 270 Glen Road**

The Board was updated on the status of the septic system upgrade at this property. A plan from the owner's Engineer was submitted to the Building Inspector and Board of Health back in November to demonstrate the construction methods and materials necessary to maintain the wall's structural integrity before, during, and after construction. The plan was reviewed and your Engineer was contacted to provide additional details on the plan prior to approval. A revised plan has not been submitted to date.

The Board requested that an Order to Correct Violations letter be sent to the owners requiring a revised plan to be submitted to the Board of Health no later than Friday, February 8, 2019 addressing the retaining wall concerns and inform the homeowners that failure to submit a plan by this date will require both of them to attend the next Board of Health Meeting scheduled for Tuesday, February 26, 2019 at 1:30pm at the Weston Town Hall.

IV. **Administrative Staff – 53E1/2 Account**

The Board discussed and recognizes the acute need for additional administrative staff hours to assist in maintaining level service for residents from the Board of Health Department. The proposed position would provide administrative hours to do data entry, filing, copying/scanning documents, and maintain all accounts payable and receivable.

The proposed request is as follows:

- To create a 53E1/2 account to provide for administrative staff for the Board of Health.
- The funds for this account shall come from a filing fee added to all Title 5 and construction related permits between 15 and 20% as described in the attached fee schedule.
- A \$5.00 fee shall be added to all other licenses and permits.
- Provide this proposal to the Selectmen at their next meeting for consideration at the March Special Town Meeting.

Dr. Elisabeth DiPietro made a motion to approve the proposed administrative staff / 53E1/2 request as described above. Laura Azzam second the motion. Vote unanimous. Motion carries.

V. **Director's Report**

- **Case Campus Feasibility Study**

The next step in moving forward with the proposed Feasibility Study for a WWTP is to meet with the groups and organizations involved to gather information on their plans and future wants and needs and report back to the Selectmen.

- **Emergency Preparedness**

The WERC meeting was held Monday, January 14, 2019 at the Police Dept. The meeting focused on the WERC's annual planning for 2019.

VI. **Public Health Nurse's Report**

The Board reviewed the report provided by Jane Brown, R.N. Copies of the report are available at the Board of Health.

VII. **Next Meeting**

Tuesday, February 26, 2019 at 1pm (Weston Town Hall)

VIII. **Adjourn**