

Board of Health Minutes
Monday, August 8, 2016 5:30 PM
Meeting Room C, Town Hall
25 Green Street, Ipswich, MA

Call to Order: Susan Hubbard called the meeting to order at 5:33 PM.

Members attending: Susan C. Hubbard, Dr. Susan Boreri and Margaret McDermott were in attendance.

Others in attendance: Director of Public Health; Colleen Fermon, Public Health Administrative Assistant; Jennifer Brown, William Dufresne, P.E., Charles Johnson, P.E., Nicole Duquette, Sabrina Carullo, James Cornacchio, Leslie McCormack, Maureen Lee, Ipswich Food Inspector, Robert Gambale, John Morris, Ipswich Housing Inspector, Danielle McCarthy, Cheryl Garniss, Shelia Taylor, Beth Wright and Frederick Paulitz.

Citizens Queries: None.

Minutes: Susan Hubbard made a motion to approve the June 6, 2016 minutes. Margaret McDermott seconded the motion. The motion passed unanimously. The July 18, 2016 minutes were not ready for approval.

Hearings:

5:34 - Hearing – Deborah Klock Romano – 26 Island Park Road – Represented by Merrimack Engineering Services – Septic System Design Variance

William Dufresne, P.E., presented and a hearing was conducted to consider variances from Ipswich Board of Health regulations for a sewage disposal system plan designed by Vladimir Nemchenok, P.E., dated May 10, 2016, and last revised July 14, 2016, for the 3 bedroom dwelling located at 26 Island Park Road, Ipswich, Massachusetts.

Mr. Dufresne said this was a voluntary upgrade of the existing cesspool. He proposed a gravity system design for the upgrade since there were limited options for the placement of the upgraded system due to the lot size.

The property is impacted by the 150 foot buffer zone to the Area of Critical Environmental Concern (ACEC). Mr. Dufresne requested a variance to allow a reduction in the 150 foot setback between the septic system and the Area of Critical Environmental Concern (ACEC). A 7 foot setback is provided to the septic tank which is the closest component.

The Board reviewed the plan.

Susan Hubbard asked Colleen Fermon for her thoughts. Ms. Fermon said the Area of Critical Environmental Concern (ACEC) buffer zone makes this a difficult site. She recommended granting the variance as requested with the following conditions:

- Conservation Commission approval must be obtained prior to the issuance of the Disposal System Construction Permit.
- An Ipswich licensed installer must come to the Public Health Office prior to beginning the project to complete the application and submit a trench permit application signed by the owner and the \$50 trench permit fee. The installer will receive the disposal system construction permit, the trench permit and a signed copy of the approved plan.

Susan Hubbard made a motion to approve the plan and grant a variance to allow a reduction in the 150 foot setback between the septic system and the Area of Critical Environmental Concern (ACEC). A 7 foot setback is provided. The plan was approved with the conditions as enumerated by Colleen Fermon. Margaret McDermott seconded the motion. The motion passed unanimously.

5:37 - Hearing – Theresa Shelzi – 56 North Ridge Road – Represented by C.G. Johnson Engineering, Inc. – Soil Testing Results Variance

Charles Johnson, P.E., presented, and a request was heard for a variance to Ipswich Board of Health Septic System Regulations 8.9; which states that soil testing conducted for new construction or upgrades shall be valid for two (2) years from the date of testing. Soil testing was conducted on August 20, 2003. Mr. Johnson requested a variance to extend the validity of the testing results.

At the meeting Charles Johnson, P.E., explained that the property is currently served by a seasonal tight tank. The soil testing conducted on August 20, 2003 confirmed a septic system could be installed. Two plans have been submitted and approved but the owner was unclear what she wanted to do with the property so a seasonal tight tank was installed. The owner would now like to use this soil testing to develop a new septic system design. Mr. Johnson stated that additional testing will also be conducted. It was noted that the tight tank is functioning properly and no changes have been made to site since the August 20, 2003 soil testing was conducted.

Susan Hubbard asked Colleen Fermon for her thoughts. Ms. Fermon supported the variance request since the area that was tested has not been changed.

Dr. Boreri made a motion to grant a variance and extend the use of the soil testing results conducted on August 20, 2003 until December 31, 2016. Susan Hubbard seconded the motion. The motion passed unanimously.

5:39 - Hearing – Cumberland Farms – 66 Turnpike Road – Represented by MHF Design Consultants, Inc. – Upgrade Timeframe Variance

Nicole Duquette of MHF Design Consultants was in attendance.

Colleen Fermon provided background information for the Board. As a result of complaints received by the Public Health Office regarding the discharge of effluent to the surface of the ground a site visit was conducted on August 26, 2015 at 66 Turnpike Road, Ipswich. The site visit confirmed effluent was draining onto the parking lot, landscaped areas, and the street. Cumberland Farms was ordered to upgrade the septic system by August 31, 2016. Subsequently, the Board of Health approved a septic design plan on October 6, 2015. A new design was approved on July 18, 2016.

Nicole Duquette explained that in April 2016, it was determined that the leach field was in hydraulic failure due to a clogged biomat. A new design was proposed with a SoilAir system to rejuvenate the existing leaching field by introducing oxygen into the system.

Since the kitchen area is located in the center of the building, the new kitchen waste line is proposed to exit the rear wall to avoid cutting the concrete floor in the convenience store under kitchen equipment, a cooler, and three bay sink. This will serve the addition of a grease trap.

Ms. Duquette explained that Conservation Commission approval must be obtained prior to the installation of the system. She requested an extension for the installation of the system until November 30, 2016. MHF

Design Consultants, Inc. is currently preparing an application to amend the existing Order of Conditions to change the nature of the disturbance for the septic system repair. A hearing has been scheduled for the August 17, 2016 Conservation Commission meeting.

Susan Hubbard asked if Ms. Fermon if she had any concerns if the Board granted an extension for the installation until the end of 2016. Ms. Fermon supported the extension requested since the leaching area is no longer discharging to the surface and Cumberland Farms has been pumping the tanks regularly.

Susan Hubbard made a motion to grant an extension for the upgrade of the system; the system must be installed with the Certificate of Compliance issued by December 15, 2016. Dr. Boreri seconded the motion. The motion passed unanimously.

5:42 - Hearing – Adriano and Sabrina Carullo – 321 Linebrook Road – Represented by Engineering Land Services, LLC – New Construction Soil Testing Variance

Adriano and Sabrina Carullo presented, and a request for a variance to Ipswich Board of Health Septic System Regulations 8.1 was heard. In accordance with Board of Health Septic System Regulations 8.1; soil testing season for new construction on undeveloped lots shall be from March first to May thirty first. Soil testing for upgrades or upgrades with an increase in flow shall be allowed throughout the year.

It was noted by the Board that soil testing was conducted on March 29, 2001 by the previous owner. Mr. and Mrs. Carullo purchased the property in 2004 and would now like to develop the lot. They requested a variance to conduct soil testing outside the new construction testing season.

Susan Hubbard questioned why testing was not done this spring if the owners intended to develop the property. Why can't testing be conducted next spring? She noted that the Carullo's have owned the property since 2004. Why is this now an issue?

The owners just got engaged and would now like to develop the property now.

Susan Hubbard asked Ms. Fermon if the March 29, 2001 testing confirmed a septic system could be installed. Testing confirmed that a septic system could be installed.

Ms. Hubbard asked Ms. Fermon how often this variance has been granted.

Ms. Fermon said the board has allowed testing outside the new construction season but it typically after testing has been done within the new construction season of the same year or within a few years. In this case, testing within the construction season occurred 15 years earlier. Because there are previous testing results, Ms. Fermon did not have concerns regarding the results of additional testing outside the season but asked the Board to consider if they would allow the request without the owners having proven manifest injustice. The applicant must prove that the strict enforcement of the provision of the Code for which the variance is being sought would result in manifest injustice and that the same degree of environmental protection required under the code can be achieved without strict application of the particular provision. Also, for new construction, the applicant must prove that enforcement of the provision would deprive the owner of substantially all beneficial use of the property in order to be considered manifestly unjust.

Susan Hubbard did not feel manifest injustice had been proven and therefore did not support the request for a variance. Ms. Hubbard said she felt the Board would set the wrong precedent by granting the variance request.

Margaret McDermott disagreed. She felt this was an unusual situation.

Margaret McDermott made a motion to grant a variance to allow soil testing to be conducted outside the new construction testing season. Soil testing must be completed by September 8, 2016. Dr. Boreri seconded the motion. It was noted for the record that Susan Hubbard did not support the variance request.

5:48 - Hearing – James Cornacchio – 1 Eagle Hill Road – Title 5 Inspection Variance

James Cornacchio presented, and the Board conducted a hearing to consider a request for a variance from section 10.2 of the Ipswich Board of Health Septic Regulations. Section 10.2 reads; a septic system shall be inspected by an Ipswich licensed Title 5 Inspector whenever an addition or renovation to an existing building, excluding decks, is proposed that increases the footprint of the building and requires a building permit or occupancy permit from the building inspector. The inspection requirement shall be waived if a Certificate of Compliance was issued or a Title 5 Inspection was completed within the previous 3 years, or if the system is under an operation and maintenance contract. It was noted by Colleen Fermon that this system does not require an operation and maintenance contract.

Mr. Cornacchio proposed an increase in the footprint of the dwelling to allow for the addition of a 2-car garage with a sunroom above it. He requested a variance to the Title 5 Inspection requirement since there was no increase in bedrooms proposed and the system was only 10 years old.

Ms. Fermon confirmed the septic system setback requirements could be maintained with the proposed expansion and that the expansion would not result in an increase in flow to the septic system.

Susan Hubbard asked Colleen Fermon if there was information reading the septic system on file in the Public Health Office.

Ms. Fermon confirmed there were complete records on the septic system. There has been no pumping or Title 5 inspection done since the system was installed but this is a relatively new system. The Certificate of Compliance was issued on August 31, 2006 for the existing system. Additionally, there have been no complaints regarding the system.

Susan Hubbard made a motion to grant the variance and not require the Title 5 inspection for the proposed addition since a Certificate of Compliance was issued on August 31, 2006. Margaret McDermott seconded the motion. The motion passed unanimously.

6:50 - Hearing – Leslie McCormack, owner, and Grace Martins, Consultant – Five Corners Café and Deli – 0 Central Street – Food Inspection Results and Status Report

Leslie McCormack, owner of Five Corners Café and Deli and Grace Martins, Consultant, presented, and a hearing was held to discuss the food inspection results and status reports of the consultant that have occurred since June, 2016. Correspondence from Maureen Lee, Ipswich Food Inspector, and Ms. Fermon about the reports were also reviewed.

At the meeting, the Board reviewed the July 14 and July 28, 2016 inspection reports submitted by the Consultant. Pictures were also provided by Ms. Martins with an August 2, 2016 email that reflected violations;

1. Smoothie station – blender cups are shown on top of cloths. Equipment that is draining is to be placed so it is sloped to the drain or on a surface that that is sloped to drain.
2. Walk-in- cases of food are shown on the floor.

Ms. Martins said she retrained the staff and has updated the management tools provided to the establishment..

Maureen Lee raised questions about the use of management tools being provided and some violations that were not cited on the inspection report but were documented in photos provided by Ms. Martins. The Cooling Log was unclear if the log was to accommodate both cooling and cold holding temperatures which may lead to miscommunication and confusion. It was also noted staff may benefit from having hot/hot holding log to monitor temperatures.

At the meeting, Ms. Martins submitted revised temperature logs and noted that they had been completed. Maureen Lee confirmed that the temperature logs were completed correctly now.

Ms. Lee continued. The Self Inspection List for the sanitizing of the dish machine did not match the machine utilized. The checklist provided indicates the dish machine is a high temperature machine (165F). The machine is a low temperature machine. The concentration of the sanitizer needs to be confirmed for low temperature machines to show proper sanitation is being provided.

Ms. Martins said she has repeatedly provided the owner and staff with Standard Operating Procedures (SOP's) and training in serve safe measures.

Ms. McCormack and her consultant, Grace Martins, are required to attend the regularly scheduled Board of Health meeting in September, 2016 to discuss the inspection results of the Food Inspector. Margaret McDermott seconded the motion. The motion passed unanimously.

5:59 - Hearing – Robert Gambale – 31A Kimball Avenue – Chapter II Order for Correction

John Morris, Ipswich Housing Inspector, provided background information for the Board. As a result of a complaint received by this office, an inspection was conducted on July 2, 2016, at 31A Kimball Avenue, Ipswich in accordance with Chapter II of the State Sanitary Code, 105 CMR 410.000: Minimum Standards of Fitness for Human Habitation. Violations were found so an order for correction was issued on July 2, 2016.

On July 20, 2016, Mr. Gambale requested a hearing to discuss the order for correction issued to him. Robert Gambale and the occupant Danielle McCarthy were present at the meeting.

Mr. Gambale explained that he needed more time to obtain a building permit and that his tenants were making it difficult for him to have contractors in the unit. He requested the Board of Health allow him more time to make the corrections. Mr. Morris explained that since Mr. Gambale requested a hearing the timeframe for correction is put on hold.

The Board reviewed the violations cited. Mr. Morris noted that there were 3 violations of 105 CMR 410.750 which are violations deemed to endanger or impair the health, or safety and well-being of a person or persons occupying the premises or the general public;

- The second means of egress is unfinished and there are no handrails,
- The garage area under the dwelling is full of combustible materials, including a gas generator,
- Electrical outlets are uncovered behind the television and in the hallway for the second means of egress.

Susan Hubbard questioned when the structural issues would be corrected. The structural issues will be addressed by a licensed carpenter, Dennis Howes. Mr. Gambale said he's had someone investigate the painting and sheetrock work and an electrician evaluate the electrical concerns. His contractor has applied for a building permit but he needs more time since the permit has not been issued yet and his tenants are making it difficult for him to have contractors in the unit.

Ms. McCarthy said she works part time so there is no issues with access to the unit. There have only been 2 times when she has denied access. Ms. McCarthy said she will not deny access as long as Mr. Gambale provides her with the names of the contractors and proof that they are licensed.

Colleen Fermon explained that the violations of 105 CMR 410.750 which are violations deemed to endanger or impair the health, or safety and well-being of a person or persons occupying the premises or the general public are violations which are to be corrected within 5 days. The remaining violations are to be corrected within the 30 day timeframe. She questioned if Mr. Gambale had hired an electrician and if an electrical permit had been obtained. An electrical permit was not obtained.

The Board reviewed pictures from the July 2, 2016 inspection.

Susan Hubbard asked if the second means of egress had been completed. Mr. Gambale said that would be addressed by his contractor. Mr. Morris said this needed immediate attention. This is an unsafe situation since it is an unfinished means of egress. The steps to access the doorway are unfinished. The platform area is also unfinished; it is dug out with a couple of boards. There is no railing and no clear path to the surface level.

Susan Hubbard questioned what types of combustibles were in the garage. Mr. Gambale stated that the garage was used for storage but gave no specifics as to what was stored in the garage. Mr. Morris presented pictures of the garage to the Board. It was noted that the garage was full of miscellaneous items. Mr. Morris said it appeared to him there was a gas generator stored in the garage. Mr. Gambale confirmed the storage of a gas heater for the garage that was properly licensed. Colleen Fermon referred Mr. Gambale to the Fire Department to confirm if the gas heater is allowed in that space and to speak about combustibles. Mr. Gambale attested that he had spoken with the Fire Chief.

Mr. Morris noted the intent of a garage is for a car and some storage. The use of a garage is not exclusively for storage. Mr. Morris noted that so much is being stored it is unclear if there is a fire alarm or carbon monoxide detector in the garage and the dwelling unit is directly above the garage. Mr. Morris required the garage to be cleaned.

Mr. Morris continued. The back yard is unsuitable. The exterior of the property has tree stumps, pails, bricks, pallets, propane tanks and other debris scattered about the property. Mr. Gambale attested that the trees were cut down and that he will have the remaining tree parts and excess tree debris removed. The Board reviewed pictures of the exterior of the property. Susan Hubbard said the tree and other debris was unnecessary and must be removed. Why wasn't the tree debris removed as soon as the trees were taken down? Mr. Gambale said he would remove the tree debris.

At the request of Mr. Gambale, it was noted for the record that Susan Hubbard reprimanded an audience member for interrupting the hearing by making motions to the occupant before the Board.

Susan Hubbard made a motion to modify the order. The 3 violations of 105 CMR 410.750 must be corrected within 48 hours; by August 10, 2016. All remaining violations of 105 CMR 410.000 cited in the July 2, 2016 order must be corrected on *or* before September 7, 2016. Dr. Boreri seconded the motion. The motion passed unanimously.

Once the corrections have been completed, Mr. Gambale must call to schedule a re-inspection. A re-inspection must be conducted by a representative of the Public Health office to confirm compliance.

6:54 - Hearing – Frederick Paulitz – 95 North Ridge Road – Chapter II Emergency Condemnation and Order for Correction

Colleen Fermon provided background information for the Board. An inspection was attempted at 95 North Ridge Road on June 20, 2016 as a result of concerns raised by the Council on Aging (COA) Director. At that time the property owner/occupant refused the inspection. After a wellness check, the police filed their report with the Public Health Office on July 5, 2016 and photographs of the interior of the dwelling were received on July 12, 2016 from the Building Department. A second attempt to inspect was made but no one answered the door. The inspector observed a broken window and an accumulation of debris which validated the pictures forwarded to the office which were taken while the police did a wellness check on June 21, 2016. Based upon the evidence provided by the Police the inspector believed an emergency condemnation would need to be issued after the inspection so the owner would have to move out right away. The Inspector spoke with Sheila Taylor from the COA requesting assistance on this matter. Sheila Taylor alerted protective services to help with emergency housing for the occupant, if it was necessary. The Inspector pursued an administrative search warrant to access the property and performed a full inspection. An administrative search warrant was issued on Friday, July 15, 2016 and executed on Monday, July 18, 2016. Officer Bodwell accompanied the Inspector. The owner was not present when the inspection occurred. The Inspector issued an emergency condemnation order and an order for correction to the owner. The orders were left at the property and sent certified mail. The owner received the certified mail. The owner has not vacated the dwelling. As directed by Town Counsel, this hearing was scheduled with the owner. The goal of the hearing is to convince the owner to vacate the dwelling voluntarily and to stay out of the dwelling until the 410.750 violations (conditions deemed to endanger) have been corrected and a re-inspection confirms they have been corrected.

Mr. Paulitz, John Morris, Ipswich Housing Inspector, and Sheila Taylor and Beth Wright from the Ipswich Council on Aging were present at the meeting.

Susan Hubbard explained to Mr. Paulitz that an Emergency Condemnation order was issued to him on July 18, 2016 after an inspection revealed numerous violations of 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation which may endanger his health, safety and well-being. She explained that he was ordered to vacate and secure the property. She re-iterated that condemnation order was issued because the current state of the dwelling puts Mr. Paulitz and emergency response personnel at risk.

Mr. Paulitz felt the condition of the dwelling was not posing a risk to his health. He stated that while on vacation raccoons knocked down his ceiling tiles, got into the house, and ruined the home. At the suggestion of his son he went to a motel for a week. During his stay at the motel he went back to the home to do some cleaning. His objective was to clear a path from his bedroom to the bathroom and his computer. Mr. Paulitz said he was not concerned about the condition of the kitchen. He left the door open when he returned to the motel to let the raccoons out.

It was noted by Mr. Morris that there is no lock on the front door.

Mr. Paulitz said when he returned home he found the condemnation order. He re-iterated to the Board that he did not feel the collapsing ceiling or the current condition of dwelling had anything to do with his health and safety. The Board reviewed pictures taken on July 18, 2016 with Mr. Paulitz. Susan Hubbard explained that the Board of Health has the authority to tell someone they cannot live on their property if it is not being maintained in a sanitary condition. She told Mr. Paulitz that he could not reside there until the emergency violations were repaired.

Mr. Morris enumerated the emergency violations for Mr. Paulitz and the Board members;

- The means of egress are obstructed,
- There are no locks on the front door,
- There is an accumulation of trash, rubbish, garbage, and debris causing potential accidents or providing food and harborage for rodents,
- There are no carbon monoxide detectors and no smoke detectors.

Dr. Boreri asked Mr. Paulitz if he would allow the Council on Aging to assist him. She said the Council on Aging could help him with cleaning. Mr. Paulitz agreed to accept help from the Council on Aging, however, Mr. Paulitz didn't feel he would qualify for public housing based on his income. Susan Hubbard explained that eligibility is based on age and then on income. Additionally, since Mr. Paulitz was a WWII Veteran with a condemned home she felt Mr. Paulitz would be put on the top of the waiting list.

Margaret McDermott suggested Mr. Paulitz speak with the Council on Aging to obtain services through Adult Protective Services.

Mr. Paulitz agreed to meet with Ms. Wright to begin the application process for Senior Housing. Ms. Fermon questioned if Mr. Paulitz would ask Protective Services for help. Mr. Morris explained to Mr. Paulitz that if he accepted help from Protective Services it would be faster for him to move back into his home. There are only 4 violations that need correction and then the condemnation could be lifted. Mr. Paulitz agreed.

Colleen Fermon questioned if Mr. Paulitz had a water leak in the home. Mr. Paulitz confirmed a water pipe burst in 2015 but he has had it fixed and has water for the sinks and toilet.

At the meeting Mr. Paulitz agreed to vacate the dwelling. He was having outpatient surgery that week and agreed to go into senior housing if it was available to him after the surgery.

Susan Hubbard made a motion to sustain the Emergency Condemnation order issued on July 18, 2016. Mr. Paulitz must vacate and secure the property until such time as the violations of 410.750 have been corrected and a re-inspection confirms they have been corrected. Margaret McDermott seconded the motion. The motion passed unanimously.

7:17 - Director of Public Health Report:

July Activities Report: The Board reviewed the report.

17 Hillside Road: At the July 18, 2016 hearing, the owners attested that the siding, including painting, was completed on July 8, 2016 by Olympic Roofing. The wiring repairs had been completed and the windows would be replaced between August 1, 2016 and September 1, 2016. They also provided a pumping record to show the septic tank has been pumped on July 8, 2016 by Essex Septic. It was the decision of the Board of Health that a re-inspection would be conducted on July 25, 2016 to confirm the corrections outlined by the owners as completed had been corrected. Additionally, the Board modified the order and extended the timeframe for correction of the windows until September 1, 2016. At the July 25, 2016 re-inspection, all violations other than the windows were deemed corrected. At the August meeting, Mr. Morris confirmed that all violations cited in the February 22, 2016 order had been corrected. No further action was required.

68 County Road: At the June 6, 2016 Board of Health meeting the Board modified the order and extended the timeframe for correction for six of the violations until June 20, 2016 and August 6, 2016 for the other violations. A re-inspection was done and the six violations had not been corrected so a hearing was scheduled for July 18, 2016. At the meeting, the Board reviewed pictures of the property

from the June 28, 2016 re-inspection. It was decided that the quality of work was not done in accordance with Chapter II of the State Sanitary Code which states that compliance means correcting violations in a work-like fashion and restoring all parts of the dwelling to the condition they were before the occurrence of any such violations. Compliance also means that applicable permits must be obtained and that the appropriate official certifies that the work has been completed in accordance with applicable laws and regulations. It was the decision of the Board that all remaining violations of 105 CMR 410.000 cited in the May 17, 2016 and June 28, 2016 orders were to be corrected on *or* before August 6, 2016. The owner's failure to correct the violations by said date would result in the filing of a criminal complaint against the owner for her failure to comply with a Board of Health order.

At the meeting, Mr. Morris noted that he conducted a re-inspection on August 8, 2016. No other violations were deemed corrected due to poor workmanship. He confirmed that the owner does not understand that correcting violations means correcting them in a work-like fashion and restoring all parts of the dwelling to the condition they were before the occurrence of any such violations. At the August 8, 2016 inspection, the handrail was still loose and the kitchen window screens still did not open and close. It was the decision of the Board to sustain their previous decision and file a criminal complaint against the owner for her failure to comply with a Board of Health order.

YMCA pool: There have been no reportable injuries related to the activity/swim pool.

311 Linebrook Road: The owner agreed to allow an interior inspection.

Housing: Enforcement procedures will be reviewed at the next meeting.

Next Board Meetings: The next meetings of the Board of Health were scheduled for August 8, 2016, September 19, 2016, October 3, 2016, October 24, 2016 and December 5, 2016 at 5:30 PM.

Adjourn: Susan Hubbard made the motion to adjourn at 7:30 PM. Margaret McDermott seconded the motion. The motion to adjourn passed unanimously.

Documents used at the August 8, 2016 Board of Health meeting:

- State Sanitary Code Chapter II.
- Letter dated June 7, 2016 regarding the Board of Health decision for Five Corners Café and Deli.
- Emails dated June 11, 2016 at 3:33PM and 5:51PM from Grace Martins regarding Five Corners Café and Deli.
- Email dated July 11, 2016 from Colleen Fermon regarding Five Corners Café and Deli.
- Contract between Grace Martins and Leslie McCormack dated June 10, 2016.
- Emails dated July 20, 2016, July 27, 2016 from Grace Martins regarding Five Corners Café and Deli.
- July 14, 2016 inspection and July 18, 2016 letter from Grace Martins regarding Five Corners Café and Deli.
- Letters dated June 29, 2016 and July 1, 2016 from Grace Martins regarding Five Corners Café and Deli.
- February 19, 2016 inspection report for Five Corners Café and Deli.
- July 5, 2016 submittal from Grace Martins of a training document for Five Corners Café and Deli.
- Septic System Design Plans for 26 Island Park Road.
- August 20, 2003 soil testing results for 56 North Ridge Road.
- Notice of Violation dated August 26, 2015 for 66 Turnpike Road.
- Septic design approval letter dated July 20, 2016 for 66 Turnpike Road.
- Soil testing application for 321 Linebrook Road.
- Disposal System Construction Permit, approved Septic System Design Plan, and Certificate of Compliance for 1 Eagle Hill Road.

- Housing Inspection and Order dated July 2, 2016 for 31A Kimball Avenue.
- Housing Inspection and Order dated July 18, 2016 for 95 North Ridge Road.
- Emergency Condemnation Order dated July 18, 2016 for 95 North Ridge Road.
- Email dated August 1, 2016 from Mrs. Pickering-Cook regarding 95 North Ridge Road.
- Letter dated July 28, 2016 from Colleen Fermon to Mr. Paulitz regarding 95 North Ridge Road.
- Email dated July 26, 2016 from Beth Wright of the Council on Aging regarding 95 North Ridge Road.

Susan C. Hubbard, Chairperson

Margaret McDermott, Board Member

Dr. Susan Boreri, Board Member

