



TOWNSEND BOARD OF HEALTH
272 Main Street
Townsend, Massachusetts 01469

Christopher Nocella, Chairman
Office (978) 597-1713

James Le'Cuyer, Clerk

Linda Johansen, Vice-Chairman
Fax (978) 597-8135

September 14, 2020 at 6:00 p.m., EST
Board of Health members and staff will meet in the Selectmen's Chamber at Memorial Hall

The Board of Health meeting is **also being held virtually** in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, MGL c. 30A. s.20. Interested individuals can listen in and participate by phone by dialing the phone number below and using the provided access code. **Telephone Number: 1-717-275-8940 Access Code: 6602188**

PRELIMINARIES

- 1.1 Roll Call
- 1.2 Additions or Deletions not anticipated 48 hours in advance

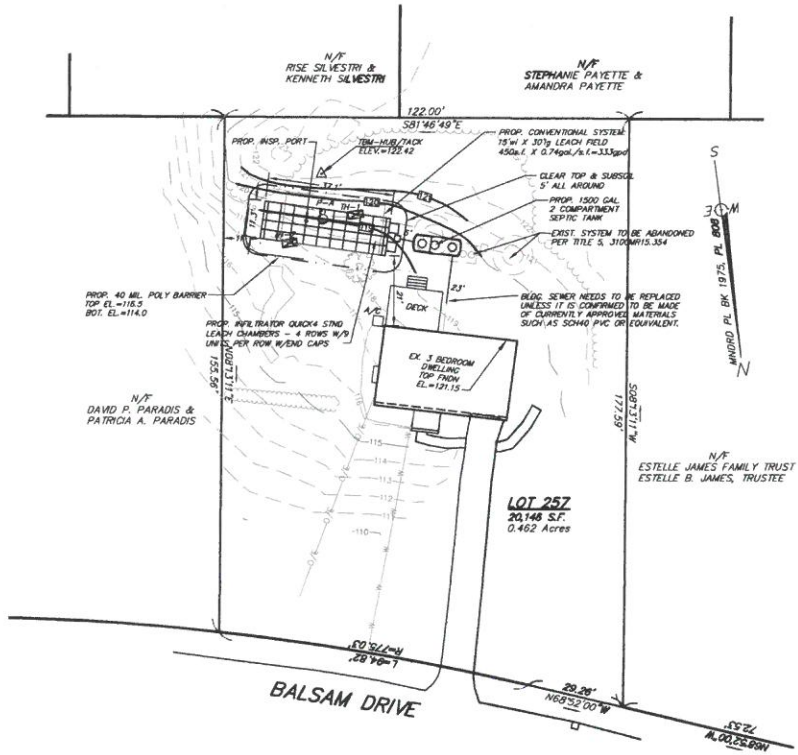
APPOINTMENT/HEARINGS

- 1.3 COVID-19 Update and EEE updates from Rick Metcalf, Nashoba Board of Health
- 1.4 6 Balsam Dr. – Septic Upgrade
- 1.5 54 Barker Hill Rd. – New Construction Septic
- 1.6 96 Fitchburg Road – Manure Management Plan Continuation
- 1.7 Citizen letter regarding Recycling to Board of Selectmen
 - 1.7.1 Request for Recycling Center to be transferred to Highway or Parks & Cemeteries
 - 1.7.2 Cashless Operations at Recycling Center

WORK SESSION

- 1.8 Trash and Recycling Curbside contract negotiations and MassToss membership
- 1.9 Recycling Center Update: Compost Pile/Site Work, Phase II update
- 1.10 Invoices
- 1.11 Minutes of July 2020
- 1.12 Future Agenda Items
 - 1.12.1 Job Description Review for Recycling Center Attendants
 - 1.12.2 Locations for new Littering signs
 - 1.12.3 188 Fitchburg Road Manure Management Plan

ADJOURNMENT



SOIL TEST DATA

DEEP TEST	TH-1	TH-2
DATE	7/2/20	7/2/20
GROUND ELEV.	120.2	118.0
Ap	0-12" FSL TOYR3/2	0-12" FSL TOYR3/2
Bw	NONE	NONE
C1	12"-126" CS 2.5Y7/3	12"-132" CS 2.5Y7/3
	LOOSE-SINGLE GRAIN	LOOSE-SINGLE GRAIN
ESHWT	NONE	NONE
WEEPING	NONE	NONE
OBS. WATER	NONE	NONE

WITNESSED BY R. METCALF - T.B.O.H.
 CONDUCTED BY J. HANNAFORD - L.S.E. #999

DEEP TEST
 DATE
 GROUND ELEV.
 Ap
 Bw
 C1
 ESHWT
 WEEPING
 OBS. WATER

WITNESSED BY
 CONDUCTED BY

J. HANNAFORD, CERTIFY THAT I AM CURRENTLY APPROVED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION PURSUANT TO 310CMR15.017 TO CONDUCT SOIL EVALUATIONS AND THAT THE ABOVE ANALYSIS HAS BEEN PERFORMED BY ME CONSISTENT WITH THE REQUIRED TRAINING, EXPERISE, AND EXPERIENCE DESCRIBED IN 310 CMR 15.017. I FURTHER CERTIFY THAT THE RESULTS OF MY SOIL EVALUATION, AS INDICATED ON THE ATTACHED SOIL EVALUATION FORM, ARE ACCURATE AND IN ACCORDANCE WITH 310CMR15.100 THRU 15.107.

PERCOLATION TEST	P-A
DATE	7/2/20
SATURATION	24 GAL/S.
12" - 9"	<15 MIN.
9" - 6"	
STABILIZED RATE	2 MIN./INCH
DEPTH	48"
WITNESSED BY	R. METCALF - T.B.O.H.
CONDUCTED BY	J. HANNAFORD - L.S.E. #999

SCHEDULE OF ELEVATIONS

LOCATION	PROPOSED	AS-BUILT
TOP OF FOUNDATION	121.15	
FOUNDATION OUT INVERT	117.5± (EX.)	
SEPTIC TANK IN INVERT	116.80	
SEPTIC TANK OUT INVERT	116.55	
DISTRIBUTION BOX IN INVERT	116.44	
DISTRIBUTION BOX OUT INVERT	116.27	
LEACH CHAMBER INLET INV.	116.17	
BED BOTTOM ELEV.	115.5	

KEY

- - - - - EXISTING GRADE
- [] PROPOSED GRADE
- ⊗ PERCOLATION TEST
- ⊕ DEEP TEST
- ⊙ BENCHMARK
- ▲ WETLAND
- EC EROSION CONTROL

LOCUS

SUBSURFACE SEWAGE DISPOSAL SYSTEM

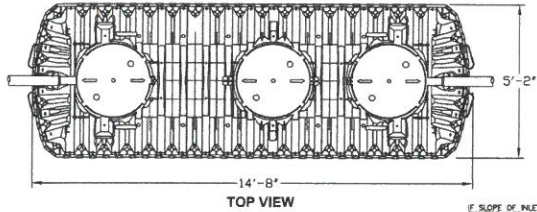
NDS *North Design Services Inc.*
 5 Gungahara Rd. Westford, MA 01886

(978) 648-1986	ndesign@verizon.net
LOCATION: 6 BALSAM DR. TOWNSEND, MA	OWNER: MICHAEL TURGEON & BALSAM DR. TOWNSEND, MA 01469
ASSESSORS MAP #530 PARCEL #257	DATE 8/15/20 SCALE 1" = 20' DRAWN J.L.H. SHEET 1 OF 2

- NOTES:**
- CONTRACTOR TO VERIFY INVERTS AND LOCATIONS OF ALL EXISTING COMPONENTS AND UTILITIES PRIOR TO CONSTRUCTION OF PROPOSED SEPTIC SYSTEM.
 - ALL SYSTEM COMPONENTS SHALL BE MARKED WITH MAGNETIC MARKING TAPE OR A COMPARABLE MEANS IN ORDER TO LOCATE THEM ONCE BURIED (TITLE 5 310 CMR 15.22(1)(2)).
 - SEPTIC TANK SHALL HAVE A MIN. OF 3 STEEL COVERS W/RSERS TO FIN. GRADE. DISTRIBUTION BOX LOCATED GREATER THAN 9 INCHES BELOW FINISH GRADE SHALL BE FITTED WITH A RISER TO WITHIN 8 INCHES OF FINISH GRADE (EXCEPT AS NOTED BELOW).
 - THE DISCHARGE BACKWASH FROM HOME WATER FILTRATION SYSTEMS SHALL NOT BE CONVEYED TO THE SOIL ABSORPTION SYSTEM. ANY SUCH SYSTEM SHALL REQUIRE INSTALLATION OF A SEPARATE DRY WELL, AND MUST BE APPROVED PRIOR TO INSTALLATION AND THE LOCATION SHOWN ON THE AS-BUILT PLAN.
 - THIS LOT IS LOCATED IN A NITROGEN SENSITIVE AREA (ZONE B).
 - IF & WHEN A SANITARY SEWER CONNECTION BECOMES FEASIBLE, THE OWNER SHALL CONNECT THE FACILITY TO SUCH SEWER WITHIN 60 DAYS OF SUCH FEASIBILITY.
 - THIS DESIGN CONFORMS TO THE GENERAL USE & REMEDIAL USE APPROVAL, COMPANY DESIGN GUIDANCE, & 310 CMR 15.000, UNLESS NOTED OTHERWISE.
 - SEE ALSO INFILTRATOR SYSTEMS GENERAL USE APPROVAL BY MassDEP UNDER TRANSMITTAL NO.: X259163, DATED JUNE 12, 2015 FOR FURTHER INFORMATION.

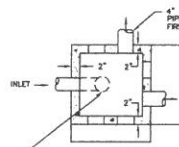
NO.	DATE	REVISION	BY
1	9/2/20	AS PER BOH REVIEW DATED 9/4/20	J.H.

INFILTRATOR 1,500 GAL. 2 COMPARTMENT SEPTIC TANK (IM-1530)



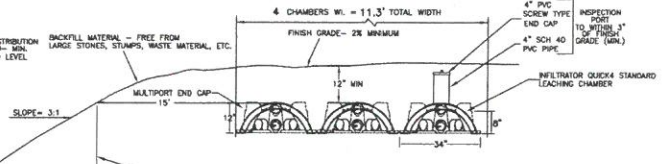
TOP VIEW

D-BOX DETAILS

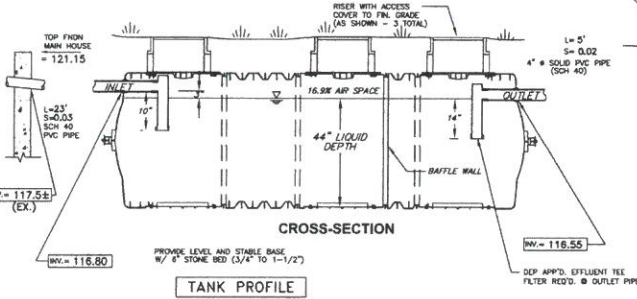


PLAN VIEW

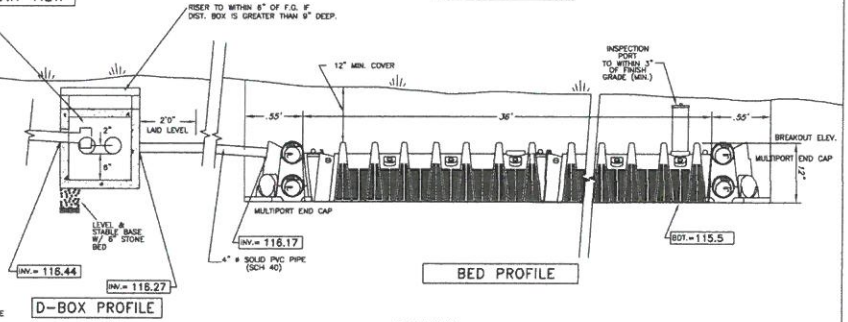
BED DETAILS



CROSS-SECTION



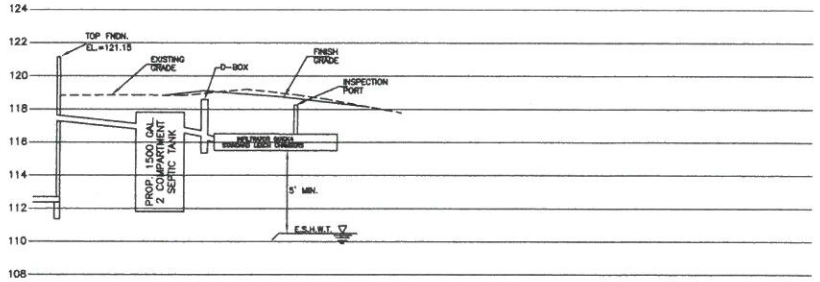
TANK PROFILE



D-BOX PROFILE

PROFILE

SCALE: 1" = 20' HOR.
1" = 4' VER.



GENERAL NOTES

- 1) ANY WETLANDS SHOWN HAVE BEEN DELINEATED IN ACCORDANCE WITH THE WETLANDS PROTECTION ACT.
- 2) ANY WELLS OR WATER SUPPLIES WITHIN 150 FEET OF THE SYSTEM HAVE BEEN SHOWN ON THE PLAN.
- 3) NO PERMANENT STRUCTURES ALLOWED ON RESERVE AREA.
- 4) NO GARBAGE DRINKERS ALLOWED.
- 5) CELLAR DRAINS ARE ALLOWED.
- 6) ALL SOIL TESTS HAVE BEEN PERFORMED IN ACCORDANCE WITH TITLE 5 OF THE STATE ENVIRONMENTAL CODE.
- 7) IT IS THE RESPONSIBILITY OF THE OWNER TO ENSURE COMPLIANCE OF THIS DESIGN WITH ALL LOCAL ZONING REGULATIONS.
- 8) IT IS RECOMMENDED THAT SEPTIC TANKS SHOULD BE PUMPED OUT AT LEAST ONCE EVERY TWO YEARS.
- 9) IT IS THE RESPONSIBILITY OF THE OWNER TO ENSURE THAT ALL EASEMENTS ONTO ADJACENT LOTS AS REQUIRED FOR EXCAVATION, GRADING, OR PILING, AS SHOWN ON THIS DESIGN ARE PROPERLY RECORDED.

CONSTRUCTION NOTES

- A) ELEVATIONS REFER TO BENCHMARK ON PLAN, ELEVATION=122.42.
- B) ALL TOPSOIL, SUBSOIL, AND ORGANIC MATERIALS TO BE REMOVED FOR FIVE FEET AROUND SYSTEM.
- C) NO HEAVY EQUIPMENT TO BE ALLOWED OVER INSTALLED SYSTEM.
- D) FINISH GRADE TO BE COMPLETED AS PER PLAN.
- E) IF FIELD CONDITIONS VARY FROM PLAN, NOTIFY DESIGNER IMMEDIATELY.
- F) ALL PIPE HAS TO BE 4" DIA. TIGHT JOINTED POLYVINYL CHLORIDE UNLESS OTHERWISE NOTED.
- G) ALL FILL MATERIAL SHALL CONFORM TO TITLE 5, 310 CHAPTER 15.25E.

CALCULATIONS

ESTIMATED HYDRAULIC LOADING
3 BEDROOMS AT 110 GALLONS PER DAY PER BEDROOM = 330 GPD

SEPTIC TANK
AVERAGE DAILY FLOW = 330 GALLONS PER DAY X 200% = 660 GAL. MIN.
SEPTIC TANK PROVIDED = 1,500 GAL. - 2 COMP.

DESIGN CRITERIA
PERCOLATION RATE = 2 MINUTES PER INCH (CLASS 1)
INFILTRATOR "QUICKA STANDARD" LEACH CHAMBER-EFFECTIVE LEACHING AREA IS EQUAL TO 1.67 TIMES BOTTOM WIDTH ONLY (BED CONFIGURATION)
LEACHING CAPACITY = 1.67 x 2.83' Wl x 37.1' LG x 4 ROWS = 700 S.F.
x 0.74 GAL/S.F. = 518 G.P.D. TOTAL

NDS Norman Design Services Inc.
5 Tyngboro Rd. Westford, MA 01886
(978) 849-1988 nds@verizon.net

LOCATION: 5 BALSAM DR. TOWNSEND, MA
OWNER: MICHAEL TURGEDON 8 BALSAM DR. TOWNSEND, MA 01469

DATE: 8/15/20 SCALE: AS-NOTED DRAWN: JLH SHEET 2 OF 2

NO.	DATE	REVISION	BY
1	8/5/20	PER BOH REVIEW	JLH

June 29, 2020

To the Board of Selectman:

Disclosure: I am submitting this request as a resident albeit I am currently serving on the Board of Health with one-year remaining.

I am asking the Board of Selectman to evaluate the reorganization of the Townsend Recycling Center Operations under the Highway Department like other towns have done. The Park and Cemeteries department could be another established operation that is staffed with a supervisory role. Some towns continue to have the BOH maintain the policy decision making authority over solid waste and recycling.

I am also requesting that in addition to a reorganization, the cash system at the Recycling Center be moved to a e-payment system and minimize the cash payments within reason. For instance, a light bulb that is \$.50 or \$1.00 may be paid in cash, but larger items by e-payment only.

In November 2015, The Board of Selectman, at the request of the DPW Exploratory Committee, voted to study the town's public-works-related functions; including the streets and highways department, facilitates department, tree warden, cemetery and parks department, and water department. It incorporated refuse collection/disposal, recycling center, and capped landfill maintenance an engineering, all of which are overseen by the board of health. In January 2016, The Technical Assistance Bureau for DLS published the Town of Townsend Public Works Consolidation Analysis report (attached for your review).

As noted in the report, two-thirds of communities statewide have combined related functions like a DPW or have formed a highway department like a DPW. Of those, 80% are handling the operations of solid waste and 79% recycling.

It is conceived that this initiative died to the turbulent political climate at the time and that residents strongly opposed the merger of the water department. I would request that the selectman review this report and request with the feasibility of making smaller impactful changes than tackling it in its entirety. Therefore, I am requesting the evaluation of reorganizing the recycling center operations only.

The main reasons driving my request are limited resources, efficiency, and ethics.

The administrator supervises the employees who work at the recycling center, schedules the operating dates, repairs on equipment as needed, and the trash hauler when disposal is needed at the center. In addition, she reports revenues from the center to the treasurer. She also applies for a grant that supplements the revenue, which this year we scored 18 points out of 26 available points. The recycling center has two-part time employee positions, one which recently terminated his employment, the other which is a family member of the administrator.

Although a disclosure has been filed regarding the employment of the family member, the administrator is restricted from signing the timesheet or conducting performance reviews. When the other employee resigned on short notice, the administrator fell back on another family member (also a former employee) to back-fill this position temporarily. Again, disclosure was on file. However, I am concerned

that this center has the appearance of a family operation without proper oversight. To my knowledge, this position is or will be posted.

With some consolidation, coverage could be delegated to other staff members in the department. By moving the operations to another fully staffed department, it could provide the larger pool of staff for additional coverage when needed as proposed in the DLS analysis.

Regarding the cashless pay method system, in 2015, auditors Melanson Heath noted a deficiency in the Town of Townsend Management report for written Policies and Procedures over collection, remittance, and handling money at the Recycling Center. They also noted a related party could increase the risk of errors and irregularities and not be detected. To date and to my knowledge, this policy has not been written.

The town's response indicated that the Ethics committee was contacted, and they did not have an issue with minimal hours but asked the Chairman to sign payroll sheets and perform the review for the related employee. However, last year when I asked the administrator who performs the review for that employee, she indicated the former employee because of the conflict. I did confirm with the Town Administrator that he did not perform the review. However, it is not clear if the former Chair performed this review as proposed by the Ethics committee. I have asked the BOH Administrator for confirmation on who performed the reviews for the last five years.

Two years after the audit report was issued, there was confusion over who was signing the timecard—whether the chair or the Town Administrator who now oversees the day-to-day operations of employees serving boards. With consolidation, payroll timesheet approval and performance reviews would no longer be an issue.

In addition, the audit report states the [former] board of health rejected a ticket system for recycling center materials because "Townsend's recycling center is regional". Under the Sustainable Materials Recovery Program, Townsend receives one point at a current value of \$600 in grant funds for allowing bordering communities access to the Recycling Center. Although, I have not made the correlation as to why the ticketing system would not work for regional communities, the board should be evaluating these options in more depth. If necessary, re-evaluate whether the grant fund value exceeds the value in changing operational practices. Ticket systems can be an inconvenience to some residents, and therefore, not well received. However, this should not be a deterrent to evaluating improvements to removing or mostly eliminating a cash system.

Some towns also use a permit system for an annual fee, in addition to, assessments for each item and some towns use e-payment systems. Townsend should be assessing the best organizational fit and collection system for the town like ACH system (credit or debit card) or e-wallet systems (like PayPal or Venmo).

However, to implement an e-payment system at the Recycling Center, it would require WIFI and may be cost prohibited to contract. The recycling center is currently not being served by the town IT infrastructure like the rest of the town buildings. This is a town property and should have similar services. Townsend should evaluate their current online pay systems under contract and to see if there is a good fit or not for the Recycling Center to adopt. While the Mass DEP may be exploring the benefits

of offering an affordable option for all municipalities to join since this has been a shared concern of many communities (to become cashless) since the COVID-19 pandemic began.

The board also indicated, "We would investigate an online payment to eliminate the handling of cash". However, five years later this system was never approved, and cash is still handled at the Recycling Center to date.

As a board member, last year I expressed concern that we are relying too heavily on grant funding to offset the cost of disposing the materials, esp. due to the rising costs of imposed on waste companies since China stopped importing recyclable material. Although, some prices were increased slightly at the Recycling Center in 2020, there is no efficient process to accumulate the volume of material we accept and pay to dispose of. An online payment system may address this depending on the selected system. For instance, selecting a system that offered categorization method and reporting would be ideal. Or at the very least, improving the process through redesigning a spreadsheet to aggregate total fees collected for specific materials.

I believe transitioning the recycling operations under another department would require a change in the charter put forward as an article on the town warrant. Therefore, it would be advantageous if the BOS reviewed the feasibility of an organizational change first. Thank you for the consideration.

Respectfully,

Linda Johansen

Linda Johansen
11 Birch Lane