



**Chelmsford Board of Health  
Minutes of the Board of Directors Meeting  
Town of Chelmsford  
50 Billerica Road, Room 102  
Chelmsford, MA 01824  
6:15 p.m., Monday, May 14, 2018**



**Attending:**

Officers: Annmarie Roark, Chairman  
Nicholas H. Parlee, Vice Chairman  
Eric Meikle, MD, Clerk

Staff: Sue Rosa, BSN, RN, Public Health Director  
Carole McCaul, Departmental Assistant

Other: Katey Blake, Accommodation Manager, Radisson Hotel  
Steve Merrill, Regional Manager Radisson Hotel

**Call to Order:** Meeting called to order at 6:20 p.m. by Annmarie Roark, Chairman

**Approval of Minutes:**

Upon Motion made by Eric Meikle, MD, seconded by Nicholas H. Parlee, it was voted unanimously to approve the minutes for April 2, 2018.

**Hearing:** None

**Outgoing Correspondence**

Upon Motion made by Eric Meikle, MD, seconded by Nicholas H. Parlee, it was voted unanimously to accept the outgoing correspondence.

**Incoming Correspondence**

Upon Motion made by Eric Meikle, MD, seconded by Annmarie Roark, it was voted unanimously to accept the incoming correspondence.

**Old Business:**

Upon Motion made by Annmarie Roark, seconded by Nicholas H. Parlee, it was voted unanimously to move the Old Business as it applies to the Radisson Hotel Weekday Lifeguard Variance request to the first order of business.

Mr. Steve Merrill, Regional Manager from the Radisson Hotel expressed to the Board that there now are four employees with a Certified Pool Operator Certificate and they will be able to assist in the pool chemical logs and testing. The Board expressed to Mr. Merrill that the Radisson's pool log documentation is in good order and that the Board is serious about this documentation.

**Old Business Continued:**

The Radisson was granted a Weekday Lifeguard Variance excluding holidays and will continue to deliver the daily chemical logs to the Board of Health each month for the next nine (9) months.

Upon Motion made by Nicholas H. Parlee, seconded by Annmarie Roark, it was voted unanimously to grant a weekday lifeguard variance excluding Federal Holidays to Richardson House Condominiums, Williamsburg 1 Condominiums

Letters and Fine Violations will be sent to Hitchin' Post Condominiums and the Best Western Chelmsford Inn for inaccurate pool chemical testing logs.

A lengthy discussion was held regarding Well Regulations and concerns and additions from the Water Department. Some amendments were made to the Well Regulations. A hearing will be held at the next meeting. A legal notice will be submitted to the newspaper regarding this hearing.

Upon Motion made by Nicholas H. Parlee, seconded by Annmarie Roark, it was voted unanimously to accept the old business.

**New Business:**

Upon motion made by Annmarie Roark to nominate herself as Clerk of the Board and to nominate Eric Meikle, MD as Chairman of the Board, it was voted unanimously to accept these nominations as such.

Updated State Camp regulations were discussed as well as updating the camp fees. Upon Motion made by Annmarie Roark, seconded by Eric Meikle, MD, it was voted unanimously to accept the updated changes in camp fees.

A discussion of animal regulations was held.

**Monthly Reports**

Monthly Reports submitted and reviewed from the Health Director, Environmental Health Inspector, Public Health Nurse and Health Educator.

Upon Motion made by Annmarie Roark, seconded by Eric Meikle, MD, it was voted unanimously to accept the Monthly Reports.

**The following documents included:**

Agenda, May 14 2018  
Minutes from April 2, 2018 meeting  
Monthly Reports for April 2018  
Telephone Log / Miscellaneous for April 2018  
Copies of Board of Appeals Memorandums  
Brochures and Flyers announcing upcoming health programs  
Letter dated April 5 2018 to property management regarding recycle and trash blowing into neighbors' yards  
Letter dated April 5 2018 to resident regarding noise level at abutting property  
All Food Permit Renewals sent out April 2018  
Email dated April 20 2018 from Town Clerk's Office that a fine had been paid  
One asbestos notification  
Two animal bite notifications  
Letter dated May 2 2018 from Endpoint Engineers regarding 8 Emerson Avenue  
Letter dated April 27 2018 from Building Commissioner regarding 46 Riverneck Road  
Attorney General's Open Meeting Law Presentation Handout copies  
Letter dated April 20 2018 to property owner regarding violation of regulation of improper wastewater discharge.  
Renewals and payments for food permits  
Review Weekday Lifeguard Variance Pool Logs  
Animal Regulations  
Well Regulations  
MDPH Camp Regulation Updates and Fees  
Lifeguard Variance Policy for Pool Regulations

**Other:**

Upon Motion made by Annmarie Roark, seconded by Eric Meikle, MD, it was voted unanimously to adjourn the meeting at 7:55 p.m.

**Next Scheduled Meeting: June 4 2018; 6:15pm**