



**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, March 4, 2019**



**Attending:**

Officers: Nicholas Parlee, Vice Chairman  
Eric Meikle, MD, Clerk

Staff: Richard Day, Deputy Public Health Director  
Carole McCaul, Departmental Assistant  
Michele Grant, Public Health Inspector

**Call to Order:** Meeting called to order at 6:20 p.m. by Nicholas Parlee, Vice Chairman  
Town Offices, Room 102

**Approval of Minutes:**

Upon Motion made by Eric Meikle, seconded by Nicholas Parlee, it was voted unanimously to approve the minutes for the Board of Health Meeting for February 11, 2019.

**Outgoing Correspondence**

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

**Incoming Correspondence**

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

**Old Business**

A brief discussion was held regarding the updated Domestic Animal Regulations, Section 201-4 (2). Upon Motion made by Eric Meikle, seconded by Nicholas Parlee, it was voted unanimously to accept the regulations as amended pending any spelling corrections.

A brief discussion was held regarding the addition to the Board of Health permits specifying Frozen Dessert Manufacturer and the proposed fee. Upon Motion made by Eric Meikle, seconded by Nicholas Parlee, it was voted unanimously to add and accept the Frozen Dessert Manufacturing permit and the annual permit fee for this item.

**The following documents included:**

Agenda, March 4, 2019

Minutes from February 11, 2019 meeting

Monthly Reports for February 2019

Telephone Log / Miscellaneous for February 2019

Copies of Board of Appeals Memorandums

One Asbestos Removal Notification

Copy of a Letter dated February 15, 2019 from the Massachusetts Office of the Attorney General with notification to Alana Melanson that the Open Meeting Law Complaint has been closed

Notification report dated February 15 2019 from Coneco Engineers & Scientists regarding oil fluid release

Email from resident showing setback measurements for the chicken coop and explanation of care and compost of waste products

Records request and emails from resident regarding neighbor's domestic animal permit

Animal Regulations

Fee Schedule

Annual Application for Frozen Food Manufacturer

Radisson Pool Logs

Legal notice and newspaper articles

**Public Input:**

The Public Input began at 6:37 pm where the residents asked questions and made comments on the chicken regulations, property lot lines and setbacks, the permits and the process of waste composting and manure.

Upon Motion made by Eric Meikle, seconded by Nicholas Parlee, it was voted unanimously to close the public input at 7:19pm.

The Board has closed the public input on the manure section and at the next meeting the Board will address side yards and odd shaped properties.

**Other:**

Public Health Inspector Michele Grant spoke briefly of the setbacks of the chicken coop at a resident's property. The Board of Health will go out to the property to survey the property for the correct measurements.

Upon Motion made by Eric Meikle, seconded by Nicholas Parlee, it was voted unanimously to adjourn the meeting at 7:30 p.m.

**Next Scheduled Meeting:** *April 1, 2019 6:15pm:*

*Chelmsford Town Hall*

*Board of Health Office, Room 102*