



**TOWN OF LITTLETON**  
POST OFFICE BOX 1305  
LITTLETON, MASSACHUSETTS 01460  
**BOARD OF HEALTH**

**MINUTES**

**Meeting held on Tuesday, November 10, 2009 at 7:00 p.m.  
Littleton Town Hall, 37 Shattuck St. Room 307**

7:00 Chairman Ted Doucette opened the meeting with four members present. Gino Frattallone was not present at the meeting.

**Minutes** - Heather mentioned that the all the minutes submitted for acceptance; September 8<sup>th</sup>, 22<sup>nd</sup>, October 13<sup>th</sup> and 27<sup>th</sup> included corrections by Ted Doucette and Joe Presti. Peter Cassinari submitted the corrections he had to all four sets of minutes. Ted read out loud Peter C. corrections. All present members also reviewed the minutes from May 20, 2008 meeting.

**Peter Yapp made a motion seconded by Joe Presti to accept the minutes for May 20, 2008, September 8, 2009, September 22, 2009, October 13, 2009 and October 27, 2009.**  
**Vote Aye 4, unanimous**

**85 Matawanakee Trail** – Since the last meeting the Board received a letter from the Conservation Commission regarding 85 Matawanakee Trail requesting that the Board halt all inspections until the Commission hears back from the homeowner. Ted mentioned that he had sent a letter back to the Commission stating that the Board is not able to take such action as there are no violations to Title 5. He stated that if there was no public health issue there is no action for the Board of Health to take and that the Conservation Commission has sufficient means to stop work and take enforcement actions. The Board agreed with the letter Ted sent.

**215 Harwood Ave** – Ted reviewed a letter that he sent to the Board of Selectmen summarizing our findings and stating that there are no clear violations that are within the jurisdiction of the Board of Health but provided a list of recommendations to the Board of Selectmen.

**13 Crane Road** – Home owner Kevin Saaristo was present at the time of the discussion. Kevin has been before the board before and is looking to extend his permit for a fourth year. Joe Presti read out loud the letter sent from Brian Badger requesting variances to Littleton Board of Health regulations #5 and #27. Ted Doucette mentioned that the Board has no issue extending the permit for a fourth year since it is allowed by Title 5, and that the variances were already granted by the Board and run with the property.

**Board Member Reports.**

Peter Yapp attended the First Tuesday Meeting on Tuesday November 3<sup>rd</sup>. Peter mentioned that at the meeting Ann Loree spoke about the flu clinics for H1N1 flu shots. There was also some discussion about budgets for current and upcoming fiscal years. Ted updated the Board about the water main breaks at Russell Street School. He mentioned that the contractor proposed to use water trucks as a water source for the school and that the work would be overseen by LELWD. Peter Yapp mentioned that the Regulatory Boards will be having another meeting on Tuesday November 17<sup>th</sup> at 7:00 p.m.

**Fiscal Year 2011 Budget** – Ted mentioned the Board that he had finalized the FY2011 budget and stated that two budgets had to be prepared, one for level funding and one for a

five percent reduction in funding. Ted did not have the completed budget with him but will send it to the Board members so they can see it.

**59 Matawanakee Trail** – Ted mentioned that a letter needed to be sent to the parties involved in the property stating that the Board granted compliance on the site. Ted had typed up a letter that will be sent to Mr. John Field, Mr. Jon Ames the property owner and Jim Garreffo.

**Medical Reserve Corp.** – Ted mentioned that he has received a request from Ann Loree from the MRC for money to purchase 30 shirts for the volunteers to wear during the flu clinics and other events. Ted mentioned that a little more information about cost will be needed before the Board can make a decision. The general consensus was that it is too early in the fiscal year.

**Standard Operation Procedures** – Ted presented the latest draft of the Standard Operating Procedures for the Board to look over. The Board read the procedures and then commented on each section and made sure they were in agreement. Ted mentioned that he would take the Board members comments and incorporate them into a final manual for approval at the next meeting.

**Peter Yapp made a motion, seconded by Joe Presti to adjourn the meeting.**

- Meeting adjourned at 8:50 p.m.

Submitted by Heather Hampson Administrative Assistant