

Board of Health Minutes
Monday, July 10, 2023 5:30 PM
Meeting Room C, Town Hall
25 Green Street, Ipswich, MA

Call to Order: Susan Hubbard called the meeting to order at 5:30 PM.

Members in attendance: Susan C. Hubbard, Dr. Susan Boreri and Amanda Donovan.

Others in attendance: Colleen Fermon, Director of Public Health, John Morris, Health Inspector, Jennifer Brown, Administrative Assistant, Daniel Johnson, R.S., Tom McMillan III, Karen and Dan Rollins, Deborah Sutcliffe, Dakota Sears, John Mercier, Amy McLarney, Hugh L. Graham, P.E., Michael Medeiros and John O'Connor.

Citizens Queries: None.

Minutes: Susan Hubbard made a motion to approve the June 5, 2023 Board of Health minutes. Dr. Boreri seconded the motion. The motion passed unanimously.

Hearings:

5:30 – Thomas McMillan III, Thomas McMillan Sr. and Leo McMillan – 34 Mitchell Road – Noncompliance with Order of Correction for Violations of 105 CMR 410.000, State Sanitary Code, Chapter II

John Morris, Health Inspector provided some background information for the Board of Health. On May 3, 2023, the Public Health Department received a complaint regarding the condition of the property at 34 Mitchell Road. On May 12, 2023, a housing inspection was conducted in accordance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Subsequently, an order for correction was issued to the owners on May 12, 2023 for the violations found. The order for correction issued on May 12, 2023 required the owners to correct the 410.750 violations within 5 days and all other violations within 30 days of receipt of the order. The signed certified mail card was received in the Public Health Office on May 22, 2023. A re-inspection was conducted on June 23, 2023 and violations remained so the owners were ordered to attend the Board of Health hearing scheduled for Monday, July 10, 2023. Additionally, as a result of the uncorrected 410.750 violations, a criminal complaint was also filed in the Northeast Housing Court to run parallel with the Board of Health hearing. A probable cause hearing is scheduled for July 18, 2023.

At the July 10, 2023 hearing, the Board of Health reviewed the violations of 105 CMR 410.000. It was noted on the re-inspection report that the hot water heater was replaced on June 22, 2023.

At the meeting, Thomas McMillan III said that he was also representing Leo McMillan and that Thomas McMillan Sr. has passed. Mr. McMillan III attested that all violations cited in the May 12, 2023 order for correction have been corrected except for the addition of a second electric meter. He explained that this has been a one-family rental property for 22-years and that he is legally allowed to have the sump pump on 1 electric meter for a discounted rate.

At the July 10, 2023 hearing, Mr. Morris said there is a sump pump hard wired to an electric meter that is serving the residence containing 2 dwelling units. There are 2 separate dwelling units since both units meet the definition of a dwelling unit in 105 CMR 410.000 but only one electric meter. Pursuant to 105 CMR 410.354(A)(1) owners are required to provide (and pay for) electricity and gas costs unless each unit is metered through a meter which serves only the dwelling unit and other areas under the exclusive control of the occupant and there is a written letting agreement specifying that occupants are responsible for these costs. Mr. Morris stated that there are separate addresses (numbers 1 and 2) posted on the residence and the apartments are not connected.

Susan Hubbard made a motion to have John Morris, Health Inspector, contact the occupant to conduct a re-inspection to confirm compliance with 105 CMR 410.000 and the Housing Court can decide on the need for a separate electric meter and any other outstanding violations at the July 18, 2023 probable cause hearing. Amanda Donovan seconded the motion. The motion passed unanimously.

5:44 – Daniel Rollins and Karen Bochynski – 13 Essex Road – Bedroom Count for Septic System Design

At a meeting of the Board of Health on July 10, 2023, the Board of Health heard a request to recognize the dwelling at 13 Essex Road as having three (3) bedrooms and subsequently to be allowed to install a septic system designed for three (3) bedrooms.

Colleen Fermon provided some background information for Board of Health. Pursuant to Ipswich Board of Health Septic Regulation 2.14, the design flow for a dwelling shall be based on the number of bedrooms in existence at the time the septic system plan is designed if there are no engineered plans accompanied by a Certificate of Compliance for the existing system. On October 17, 2008, Ms. Fermon conducted a walkthrough of the dwelling to determine the number of bedrooms for the purpose of septic design only. It was determined that the dwelling contains two (2) bedrooms in accordance with the definition of bedroom provided in 310 CMR 15.000, The State Environmental Code, Title 5. The definition of bedroom in Title 5 is a room providing privacy, intended primarily for sleeping and consisting of all the following:

- (a) floor space of no less than 70 square feet;
- (b) for new construction, a ceiling height of no less than seven feet three inches;
- (c) for existing houses and for mobile homes, a ceiling height of no less than seven feet zero inches;
- (d) an electrical service and ventilation; and
- (e) at least one window.

Living rooms, dining rooms, kitchens, halls, bathrooms, unfinished cellars and unheated storage areas over garages are not considered bedrooms. Single family dwellings shall be presumed to have at least three bedrooms. Where the total number of rooms for single family dwellings exceeds eight, not including bathrooms, hallways, unfinished cellars and unheated storage areas, the number of bedrooms presumed shall be calculated by dividing the total number of rooms by two then rounding down to the next lowest whole number. The applicant may design a system using design flows for a smaller number of bedrooms than are presumed in this definition by granting to the Approving Authority a deed restriction limiting the number of bedrooms to the smaller number.

At the July 10, 2023 Board of Health meeting, the owners explained that the septic system is showing signs of failure and that they would like to replace the existing system and install a new system designed for three (3) bedrooms. The owners attested that they purchased the home as a three (3) bedroom dwelling in 1993 and provided the Board of Health with the real estate listing for the property. They requested the Board of Health recognize the dwelling as having three (3) bedrooms and to allow them to install a septic system designed for three (3) bedrooms since they purchased the home as a three (3) bedroom dwelling.

At the July 10, 2023 Board of Health meeting, Ms. Fermon explained that since 2008, the dwelling was modified without a building permit and the room shown on the sketch on file in the Public Health Office as having a 55-inch opening (this was not private) has been enclosed and a door was added. It was done without Public Health Department approval. There were permits to renovate a bathroom, remodel the kitchen, replace windows and trim and for the roof but none of these applications indicated that the room would be enclosed. Previously, she explained to the owners that creating a bedroom without approval doesn't mean the septic system will be determined to be sized for the new number of bedrooms. There is nothing to show what the septic system was designed for so the local regulation applies but the owners have a right to a hearing before the Board of Health.

Susan Hubbard questioned if a septic system designed for three (3) bedrooms would meet new construction standards. Ms. Fermon explained that soil testing was done on May 30, 2023 and the percolation rate was 22.6 minutes per inch which is acceptable for an upgrade but new construction (which includes and increase in flow) requires a 20 minute per inch or less perc rate in both the primary and the reserve areas pursuant to the local regulation. Pursuant to Ipswich Board of Health Septic System Regulation 8.8, the highest percolation rate allowed for new construction will be decreased from the Title 5 limit of 60 minutes per inch drop to 20 minutes per inch drop so a variance may be needed if additional soil testing does not demonstrate a percolation rate of 20 minutes per inch or less.

Amanda Donovan asked when the owners intended to have the upgraded system installed. It is the owner's intention to have the system installed in the fall of 2023.

The Board of Health considered the request and reviewed the real estate listing, photographs of the dwelling and Assessor's records. The board members noted that the real estate listing documented a three (3) bedroom dwelling. The property is listed as having 7 rooms, 2 bedrooms on the current assessor's card. Records in the Public Health Office include a Disposal System Construction Permit application and permit but not a septic design with a design flow. There is only a sketch of the system that was installed in 1993.

Susan Hubbard made a motion to recognize the dwelling at 13 Essex Road as having three (3) bedrooms for the purpose of septic design only. Amanda Donovan seconded the motion. The motion passed unanimously.

6:02 – Ipswich Woods Condominium Trust – 14 Ipswich Woods Drive– Noncompliance with Order of Correction for Violations of 105 CMR 410.000, State Sanitary Code, Chapter II

Debbie Sutcliff, Dakota Sears and John Mercier were present at the hearing.

John Morris, Health Inspector, provided some background information for Board of Health. On May 10, 2023, the Public Health Department received a complaint regarding roof leaks causing water damage at 14 Ipswich Woods Drive. On May 23, 2023, a housing inspection was conducted in accordance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Subsequently, an order for correction was issued to the Ipswich Woods Condominium Trust and Dakota Sears, Northpoint Management, LLC, Portfolio Manager and Managing Agent for the condominium association, on May 23, 2023 for the violations found. The order, sent via certified mail, was received on May 27, 2023. A re-inspection was conducted on June 27, 2023 and the violations remained so the responsible parties were ordered to attend a hearing at the Monday, July 10, 2023 Board of Health meeting.

At the July 10, 2023 hearing, the Board of Health reviewed the violations of 105 CMR 410. 500. It was noted on the re-inspection report that the water damage in the rear bedroom on the second floor was not corrected and that the pull-down stairs to the attic was splintering from water damage. Also, although Mr. Sears provided an invoice for the roof repairs, there was no building permit issued for the repair work, therefore no inspection had been done by the Building Department so compliance could not be confirmed.

At the July 10, 2023 hearing, John Morris, Health Inspector, explained that on June 9, 2023, Dakota Sears of Northpoint Management, LLC, Portfolio Manager and Managing Agent for the condominium association, contacted him via email. Mr. Sears provided a copy of an invoice from Empire One Home Improvements for roof repairs, however, there was no building permit issued for the work. Mr. Sears claimed that the roofing company was not required to obtain a permit. Mr. Sears also attested that per the condominium documents, the condominium association was not responsible for the damage to the interior of the unit regardless of the cause. He said the owner could file a claim with her insurance company for the damages. Mr. Morris also said he informed Mr. Sears that the condominium Board of Directors is responsible for the interior damage caused by the roof leaks (faulty roof). Mr. Sears disagreed with this assertion.

On June 20, 2023, Mr. Morris notified Mr. Sears that a building permit is required for the roof repairs after it was discussed with the Building Commissioner, James Bone. Mr. Sears said he would contact Empire One Home Improvements about the building permit. As of July 10, 2023, no application for a building permit had been submitted to the Building Department.

At the July 10, 2023 hearing, Mr. Sears explained that he joined Northpoint Management, LLC, as Portfolio Manager, for Ipswich Woods Condominium on May 15, 2023 and that it was the previous portfolio manager who handled the roof repair. Additionally, he said that it was the Board of Directors who hired Empire One Home Improvements for the job not Northpoint Management, LLC. The Board of Health informed Mr. Sears that as Portfolio Manager he was responsible for making sure all appropriate permits were obtained for any repairs or other work done at Ipswich Woods Condominium. Mr. Sears said he would reach out to Empire One Home Improvements about obtaining a building permit.

Susan Hubbard questioned if the roof leak had been repaired. Deborah Sutcliff said she couldn't confirm if the repair was successful since she does not feel safe using the pull-down stairs (splintering from water damage) to access the attic. She added that the roof has been leaking for 3-4 years despite previous repairs.

Mr. Morris stated that at the June 27, 2023 re-inspection the same water damage was visible in the bedroom and there were still water stains on the stairs and the attic rafters but the wood was not wet so he was unable to determine if the damage was new or old. Ms. Morris also said he could not see any daylight through the roof but re-iterated that a building permit and an inspection by the Building Department needs to be done so that compliance can be confirmed.

At the July 10, 2023 hearing, Mr. Sears attested that per the condominium documents, the condominium association was not responsible for the damage to the interior of the unit regardless of the cause. The Board of Health reviewed a section of the condominium documents provided by Mr. Sears at the hearing to support his claim that the unit owner is responsible for the repairs needed to correct the violation in the unit. Mr. Sears could not identify language that alleviated the Ipswich Woods Board of Directors of the responsibility of correcting the violation in the unit caused by the roof leaks.

Susan Hubbard said the documentation provided *did not* state that the homeowner is responsible for interior repairs caused by the condition of the roof or by any other exterior issue.

Colleen Fermon explained that pursuant to 105 CMR 410.500, it is the owner's responsibility to maintain structural elements. Every owner shall maintain the foundation, floors, walls, doors, windows, ceilings, roof, staircases, porches, chimneys, and other structural elements of his dwelling so that the dwelling excludes wind, rain and snow, is watertight and free from chronic dampness, and is in good repair and in every way fit for the use intended. As the owner of the exterior of the residence, Ipswich Woods Condominium Trust did not maintain the roof and keep it in good repair and although repairs were made to the roof it has not been confirmed that compliance has been obtained. Compliance means obtaining permits and having inspections done as required by applicable laws and regulations. Additionally, it was the faulty roof that caused the violations (damage) in the dwelling unit and therefore the condominium Board of Directors are responsible for the repairs needed to correct the violations in the unit. The Board of Health members concurred.

Susan Hubbard made a motion to modify the order and grant the Ipswich Woods Condominium Trust's Board of Directors and Dakota Sears, Northpoint Management, LLC, Portfolio Manager and Managing Agent for the condominium association until August 9, 2023 to obtain compliance with 105 CMR 410.000. Compliance shall include the following:

- Obtain a building permit(s) for the roof repairs;
- Have an inspection done by the Building Department to confirm the roof is in good repair;
- Repair all interior water damage in the rear bedroom on the second floor and in the attic. Repair the pull-down stairs to the attic so the attic is accessible for the re-inspection;
- All re-inspection fees are to be paid in full by the Ipswich Woods Condominium Association;

Failure to correct all violations by August 9, 2023 will result in a criminal complaint being filed against Ipswich Woods Condominium Trust Board of Directors and Dakota Sears, Northpoint Management, LLC, Portfolio Manager and Managing Agent for the condominium association in court for failure to comply with a Board of Health order. Amanda Donovan seconded the motion. The Motion passed unanimously.

The Board of Health also noted that John Morris, Health Inspector, will conduct a re-inspection after August 9, 2023 to confirm compliance. A \$75.00 re-inspection fee is applied to *each* re-inspection.

6:36 – John and Kate O'Connor - 54 Chattanooga Road - Represented by Septic System Installer, David Lane - Septic System Installation Extension

John O'Connor was present at the hearing. David Lane could not attend.

Colleen Fermon provided some background information for the Board of Health. The septic system serving 54 Chattanooga Road failed a Title 5 Inspection on October 31, 2020. In accordance with 310 CMR 15.000, Title 5, the previous owner was ordered to upgrade the septic system within 2 years from the date of inspection; by October 31, 2022. Mr. and Mrs. O'Connor purchased the property on March 29, 2023 so it is their responsibility to upgrade the failed septic system.

On January 11, 2021, the Board of Health approved disposal system plan # 20-248 designed by Gerard McDonald, P.E., dated November 17, 2020 and revised December 7, 2020 for the 2-bedroom dwelling located at 54 Chattanooga Road, Ipswich, Massachusetts. Subsequently, the plan was revised and approved on September 26, 2022.

Previously, at the meeting of the Board of Health on November 21, 2022, it was the decision of the Board of Health to grant an extension for the installation of the system. The owners were ordered to have the system installed with the Certificate of Compliance issued on *or* before June 15, 2023. On June 14, 2023, the owner's Installer, David Lane, requested a hearing on their behalf to discuss a new timeframe for the installation of the septic system due to a delay in obtaining the retaining wall components.

At the July 10, 2023 Board of Health meeting, Mr. O'Connor explained that the septic system installation is underway. Mr. Lane expects the system will be completed within the next 2-weeks.

Based on the information provided Susan Hubbard made a motion to grant an extension. The septic system must be installed with the Certificate of Compliance issued on *or* before August 15, 2023. Dr. Boreri seconded the motion. The motion passed unanimously.

6:40 – Douglas and Michele Elliott – 25 Town Farm Road – Represented by Domestic Septic Design, Inc. - Septic System Design Variance

Daniel Johnson, R.S., presented, and a hearing was conducted to consider a variance from Title 5 for a sewage disposal system plan # J-2831 designed by Daniel Johnson, R.S., dated May 30, 2023 and revised June 14, 2023.

There is a 2-bedroom dwelling and the existing system is in failure. Mr. Johnson proposed the use of a septic tank with a ProStep Pump Vault for the upgrade and requested a local upgrade approval for a reduction in the setback between the septic tank (with pump vault) and the cellar wall. A 4-foot setback is provided. Otherwise, the tank would need to be relocated further from the house and the building sewer would have to have bends in it which is not preferable.

Susan Hubbard asked Colleen Fermon for her thoughts. Ms. Fermon recommended granting the variance as requested with the following conditions for approval:

- A 2-year Operations & Maintenance contract for the ProStep Pump Vault must be submitted to the Public Health Office prior to issuance of Disposal System Construction Permit.
- An Ipswich licensed installer must obtain a trench permit.
- The system must be installed with the Certificate of Compliance issued by April 14, 2025.

Susan Hubbard made a motion to approve the plan and grant the variance as requested with the conditions of approval as enumerated by Colleen Fermon. Amanda Donovan seconded the motion. The motion passed unanimously.

6:43 – Peter Davidson and Amy McLarney – 12 Dartmouth Road – Operation and Maintenance Contract for Tight Tank

Colleen Fermon provided some background information for the Board of Health. A certified mail letter dated May 11, 2023, informed the owner that the State Environmental Code, 310 CMR 15.000 Title 5, requires tight tanks to be under an operation and maintenance contract. The owners were also informed that Ipswich Board of Health Septic System Regulation requires that owners of tight tanks have a valid two-year pumping and maintenance contract on file at the Public Health Office. This contract must be renewed 60 days prior to expiration. The owners were informed that they are in violation of 310 CMR 15.000, and Ipswich Board of Health Septic System Regulations and the owners were ordered to submit a valid two-year operations and maintenance contract for the tight tank to the Public Health Office within 30 days of the receipt of the notice. As of July 10, 2023, the Public Health Department had not received a valid two-year operations and maintenance contract although the letter was received by certified mail on May 16, 2023. Subsequently, in a June 15, 2023 letter, the owners were ordered to attend the July 10, 2023 Board of Health meeting to discuss their failure to comply with Title 5 and Ipswich Board of Health Regulations.

At the July 10, 2023 meeting, Amy McLarney explained that D.F. Clark, Inc. is still pumping the tight tank every six (6) weeks but they have not signed the new contract mailed to them since the cost for the contract increased by 50%. She contacted Stewarts Septic Service and will obtain an operation and maintenance contract from them but they will not draft a contract until they have pumped the tight tank at least once and Ms. McLarney said they just had the tank pumped on June 28, 2023. She anticipated the next pumping to be done in early August.

Susan Hubbard made a motion that a contract for the tight tank must be submitted to the Public Health Office by September 15, 2023. Failure to provide a contract by the September 15, 2023 deadline will result in a criminal complaint being filed against the owners in court for failure to comply with a Board of Health order. Dr. Boreri seconded the motion. The motion passed unanimously.

6:45 – Old Right LLC - 29 Turnpike Road - represented by H.L. Graham Associates, Inc. – Extension for Soil Testing Results

At the July 10, 2023 Board of Health meeting, a hearing was conducted to consider a request for a variance from 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.

At the meeting, the owner's representative, Hugh L. Graham, P.E., of H.L. Graham Associates, Inc. explained that previously, a design plan was submitted but never approved and it was based on 27 Turnpike Road being combined with 29 Turnpike Road (formerly 59 Old Right Road). The owner has decided not to combine the lots and to build a smaller building at 29 Turnpike Road. A raised septic system design is proposed which will accommodate 26 people.

Additionally, the proposal no longer includes a well for a water supply. The owner has been working with Ipswich Utilities and the Massachusetts Department of Transportation (MADOT) and have completed the installation of a water main that will run past the frontage of the property. Soil testing was conducted on November 24, 2020 and an additional percolation test was done on August 17, 2021.

Mr. Graham requested to be able to use the soil testing from November 24, 2020 and August 17, 2021 for the new design. He requested an extension of the soil test results until December 15, 2024 since the watermain permitting and installation delayed plans on how to move forward with the development of the property. Additionally, there have been no changes to the property since the date of testing.

Susan Hubbard made a motion to grant a variance and extend the use of the November 24, 2020 and August 17, 2021 soil testing results until December 15, 2024. Amanda Donovan seconded the motion. The motion passed unanimously.

6:51 – Johan Blickman - 10 Heartbreak Hill – Soil Testing Outside of the New Construction Season

At the July 10, 2023 Board of Health meeting, a hearing was conducted to consider a request for a variance from Ipswich Board of Health Septic System Regulation 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.

At the July 10, 2023 hearing, the owner's contractor, Michael Medeiros, explained that previously, soil testing was conducted in 2020 and a subsurface sewage disposal system plan was approved on May 4, 2021 for the development of a new lot. Mr. Blickman purchased the property on November 21, 2022 and would like to redesign the system. The current septic system includes a pump. Mr. Blickman would like to design a gravity system which requires relocating the leaching area and septic tank as well as a proposed private well. Mr. Medeiros explained that to design the gravity system soil testing needs to be done for the new leaching area location.

Susan Hubbard questioned why testing wasn't done this spring. In response to this question Mr. Medeiros read the owner's July 5, 2023 letter to the Board of Health. He explained that after resolving legal issues with easements attached to the property Mr. Blickman hired an Ohio based firm, Bialosky Associates, for the design of the home. Subsequently, in late April 2023, he parted ways with Bialosky Associates and hired a Massachusetts based firm, Blanchard Architects in late May 2023. At this time Mr. Blickman was informed that there were no more dates available for soil testing for new construction. Mr. Medeiros noted that Greg Harrison has already been hired for soil testing and Mr. Harrison has the trench permit application completed. Mr. Medeiros, on the owner's behalf, requested to be allowed to conduct soil testing outside the new construction testing season so that Mr. Blickman can move forward with developing the lot.

Based on the information provided Susan Hubbard made a motion to grant the variance to allow soil testing to be conducted outside the new construction testing season. Soil testing must be conducted on or before August 31, 2023. Amanda Donovan seconded the motion. Dr. Boreri was opposed and did not support the motion.

The Board of Health noted that soil testing will be scheduled once a soil testing application for new construction and the \$300 fee and the trench permit application and the \$50 fee have been submitted to the Public Health Office.

7:07 – Director of Public Health Report:

Polished, LLC Dental Clinic update: The Polished Dental Clinic took place at Ipswich Town Hall on June 20, 2023. Ellen Gould, Dental Hygienist, ran the program for the Public Health Department. There were 6 adults and 4 children that participated in the clinic.

Sharps Kiosk- Quarterly Collection update: 4,510 sharps were collected in the Sharps Kiosk between May and June 2023.

Tobacco Products Permit Suspensions update: All 3 establishments complied with the Board of Health suspension of their Tobacco Product Sales Permit.

Northeast MA Mosquito Control District update- Northeast Massachusetts Mosquito Control & Wetlands Management District conducted aerial larviciding and treated 960 acres of Ipswich salt marsh on June 7, 2023 and July 7, 2023. Greenhead Traps were installed as of June 14, 2023.

Next Board Meetings: The next meetings of the Board of Health are scheduled for August 7, 2023, September 11, 2023, October 2, 2023, November 6, 2023 and December 4, 2023. All meetings will start at 5:30 PM and be in Town Hall, Meeting Room C.

Adjourn: Susan Hubbard made the motion to adjourn at 7:31 PM. Dr. Boreri seconded the motion. The motion to adjourn passed unanimously.

Documents used at the June 5, 2023 Board of Health meeting:

- June 5, 2023 Board of Health Minutes.
- Ipswich Board of Health Septic System Regulations
- June 12, 2023 email request from Daniel Rollins for a hearing regarding 13 Essex Road.
- October 20, 2008 bedroom count determination letter and sketch done by Colleen Fermon for 13 Essex Road.
- Assessor cards from October 15, 2008 and June 12, 2023 for 13 Essex Road.
- June 14, 2023 email from Emily Behn regarding 13 Essex Road.
- May 4, 2023 email from Vicki Halman regarding 13 Essex Road.
- Chapter II of the State Sanitary Code, 105 CMR 410.00.
- May 12, 2023 Housing Inspection Report and Notice of Violation and Order for Correction for 34 Mitchell Road.
- Letter dated June 14, 2023 from Colleen Fermon for 54 Chattanooga Road.
- Subsurface Sewage Disposal System Design Plan for 25 Town Farm Road.
- Letters dated May 11, 2023 and June 15, 2023 from Colleen Fermon regarding 12 Dartmouth Road.
- Email dated June 29, 2023 from Mike Medeiros for 10 Heartbreak Hill.

Susan C. Hubbard, Chairperson

Dr. Susan Boreri, Board Member

Amanda Donovan, Board Member