

Acton Board of Health  
November 27, 2017

Members Present: Joanne Bissetta- Chairman, William Taylor, William McInnis and Michael Kreuze  
Rekha Singh-Associate  
Thomas Jacoby-Associate.

Staff Present: Sheryl Ball- Health Director  
Weiyuan Sun- Health Administrator

Others Present: John Flynn, Maurcen Keegen, Racquel Davey, Sanchita Banerjee and Jim Stukel

The meeting was called to order at 7:31 p.m.

**Minutes**

On a motion made by Mr. McInnis, seconded by Dr. Taylor, the Board unanimously voted to approve the Board of Health minutes dated November 6, 2017 with correction.

**Hazardous Materials Permit-Aplus Screw Machine Products LLC, Unit 3, 2 Eastern Road**

The Health Department received a request for a Hazardous Materials Control Application from Mr. John Flynn, owner of Methods Machine Tools LLC, located at 976 Main Street, Acton, MA. Mr. Flynn submitted an application for initial hazardous material permit with hazardous material spill plan as well. Methods Machine has been designated the categories of 2: Small hazardous Waste Generator; 4 Hazardous Materials User; 9: Hazardous Materials Storer Small Industry; and 12 Hazardous waste Storer Small Industry. On a motion made by Mr. Kreuze seconded by Mr. McInnis, the Board unanimously voted to approve Methods Machine Tools LLC, located at 976 Main Street, Acton, MA. The Hazardous Materials Control Permit with the following conditions:

1. All liquid Hazardous Materials and Wastes shall be stored in a containment area capable of containing 110% of the largest volume stored in the containment area.
2. All Materials Safety Data Sheets (MSDSs) for the Hazardous Materials shall be maintained on site. MSDSs shall be reviewed with employees at the time of their employment and on an annual basis thereafter. MSDS must be made available to all employees upon request.
3. A Contingency Plan, including emergency contact numbers (Telephone numbers of owner, operator, etc.) and a sketch showing clearly all Hazardous Material and Waste locations shall be submitted and updated annually, to the Board of Health, Fire Department, Police Department, and Civil Defense.
4. Emergency procedures and local Emergency Response Telephone Numbers (Health, Fire, Police, D.E.P., Civil Defense, etc.) should a spill occur, shall be posted in clear view of all employees where Hazardous Materials or Wastes are used or stored.

5. All Hazardous Wastes must be disposed of by a Licensed, D.E.P. approved, hauler or be recycled on site.
6. Copies of either all invoices or manifests for any Hazardous Materials or Wastes, received or disposed, shall be submitted to the Board of Health annually.
7. All Hazardous Materials Containers shall be labeled and dated when filling first began.
8. Speedy Dry, or its equivalent, shall be kept in the storage area, in case of a Hazardous Materials or Wastes spill.
9. Floor cleaning procedures and bathroom sanitation products shall use only nontoxic and biodegradable cleaning compounds.
10. All floor drains shall be sealed or discharged into a closed system, with the waste disposed of by a D.E.P. approved Hazardous Waste Hauler.
11. Protective equipment, including chemical resistant gloves, eye goggles and (rubber) boots, in addition to soap and water, shall be made available to all employees, at all times, in any Hazardous Materials or Waste storage or use area.
12. No Hazardous Materials or Wastes shall be discharged into a sink or toilet.
13. A safety eye wash station shall be installed where any Hazardous Materials are stored or used.
14. A fire extinguisher, containing an appropriate fire extinguishing agent, shall be placed in the Hazardous Materials Storage area.
15. No food or drink shall be stored or consumed in any area where Hazardous Materials are stored or used.
18. D.E.P. Generator Registration shall be provided annually upon renewal of the Hazardous Materials Storage Permit.
25. Prior to any new chemical or processes being used, the Board of Health shall be notified.
26. The operation of this facility shall be in compliance with all present and future regulations of E.P.A. and D.E.P. at all times. Nothing in this permit allows or requires non-compliance with all present and future applicable laws or regulations of the Federal or State Governments.

**Waiver of External Grease Trap-8 Post Office Square**

The Health Department received a request from CASE Collaborative, located at 8 Post Office Square, Acton, MA for a waiver of external grease trap. Colebrook High School desires to lease approximately 10,000 square feet with an internal Big Dipper system of the surrounding ten high school districts of the special educational curriculum. Ms. Keegan stated the space will be occupied by an alternative high school special education program between 25 to 28

students a year with 10 staffs. Colebrook High School will be using the kitchen inside of the facility to operate a culinary program where students prepare their own lunch and other students such as grilled cheese, chicken salad or pasta with vegetable. On a motion made by Mr. McInnis seconded by Dr. Taylor, the Board unanimously voted to approve waiver of external grease trap for CASE Collaborative, located at 8 Post Office Square, Acton, MA with the following conditions:

A monthly maintenance and cleaning log of the Big dipper system be submitted to the health department for review. If at any time the Health department does not receive a monthly clearing log, a request will be made to install an external grease trap.

**Adjournment**

On a motion made by Mr. McInnis, seconded by Dr. Taylor, the Board unanimously voted to adjourn at 7:51PM.

Respectfully Submitted,



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Weiyuan Sun  
Acton Board of Health



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Joanne Bissetta-Chairman  
Acton Board of Health