



## **Acton Board of Health**

### **Meeting Minutes**

**May 27, 2025**

**7:30 PM.**

**Hybrid Meeting COA Building 30 Sudbury Rd and via Zoom**

#### **Present:**

**Members Present:** Mark Conoby – Chairman

**Virtual Members Present:** Dr. William Taylor, William McInnis and Dr. Rekha Singh

**Staff Present:** Penelope Funairole – Health and Family Services Director,  
Matthew Dow – Environmental Health Director and Weiyuan Sun  
– Public Health Inspector

**Others Present:** Alissa Nicol – Select Board Liaison, Xuimin Yan – Daisy Spa and  
Jon Petersen

**Others Present Virtually:** Marc Hamel

#### **1. Opening**

Chairman – Mark Conoby opened the meeting at 7:32 PM. A script was read that was provided by the Town and this meeting of the Board of Health was called to order.

#### **2. Regular Business**

##### **Environmental Health Director Update**

Matt provided an update on several ongoing issues:

- Dover Heights: A septic plan had been received and was being reviewed.
- Gould's Plaza: A preliminary plan was in place for one system that was in failure, but not for the whole complex as required. The Board agreed to put this on the agenda for the next meeting and potentially invite the owners to discuss their submission.
- Rapscaillon: A seat count conducted that day found 47 indoor seats and 51 outdoor seats, totaling 98 seats, which exceeded their permitted 54 total seats. The Board discussed sending an order letter including a cease and desist, making seat logging mandatory, and inviting the owners to the next meeting for an enforcement proceeding. They also discussed investigating the relationship between their alcohol permit and number of seats served.
- WR Grace site tour: Scheduled for June 5th at 5 PM. Matt asked which Board members would be attending.



- Household Hazardous Waste Day: Scheduled for June 21st, 2025 from 9-11:30 AM at 14 Forest Road.

Matt also reported that septic replacements were increasing, pool inspections were running smoothly with Wei taking the lead, and camp applications were starting to come in.

### **Nursing Service Update**

Mr. Dow provided an update from the nursing service. From April 22, 2025 the Acton Nursing Services reported treating 8 cases of COVID and 12 cases of influenza. It was clarified that these numbers reflected public health reporting, not necessarily cases seen by the nursing service.

### **Health and Family Services Director Update**

Mrs. Funaiole provided several updates:

- A new public health nurse, Susan Sama, had been hired and would start on June 2nd. Susan has extensive experience in public health and epidemiology.
- A community health needs assessment project was underway, incorporating an equity audit. The project would involve community engagement and data collection from September through early November.
- Asian elder outreach efforts were ongoing, with focus groups scheduled at various locations.
- Free legal clinics were being offered monthly for housing-related issues.
- Medical Reserve Corps trainings were scheduled for sun safety, access and functional needs, and shelter setup.
- Social media outreach had begun for tick and mosquito season awareness.

### **Any Board Members Future Agenda Items**

No discussion occurred for this agenda item.

### **3. New/Special Business**

#### **Daisy Spa, 481 Great Rd – Cause Hearing**

Mr. Dow explained that Daisy Spa had been closed on May 15th after an inspection with the state found two unpermitted workers without licenses. The business license was suspended pending further investigation. This was not the first-time unpermitted workers had been found at the establishment.

The owner, Miss Yan, was present with Wei translating. Through translation, Miss Yan explained that her business partner was in China and the two unpermitted workers were temporary. She claimed to have applied for permits for the workers previously.



After discussion, the Board made the following motion:

Mr. McInnis moved that the suspension continues for 30 days from the date of the order letter notice (May 22nd, 2025). At the end of that period, subject to the discretion of the health director, the suspension may be lifted and the licensed practitioners may resume activities at the spa. Dr. Taylor seconded the motion.

The motion passed unanimously.

### **Boardwalk School: Wastewater Monitoring**

Mr. Hamel from the school district joined the meeting to discuss the latest wastewater monitoring data for Boardwalk School. He apologized for the late delivery of the data and agreed to move up the sampling schedule to get results before the end of the school year.

The Board suggested taking an additional sample of the influent to compare with the monitoring well results and better understand the system's effectiveness. Marc agreed to work with Matt on implementing this suggestion.

The latest results showed lower levels of contaminants compared to the previous month, which was seen as positive progress. Marc also updated the Board on ongoing efforts to clean out the reclaimed water chambers and fix issues with the filtration system.

The Board emphasized the importance of gathering more data before the end of the school year to develop a plan over the summer for addressing the ongoing issues with the wastewater system.

### **Minutes – April 22, 2025**

On a motion made by Mr. McInnis, seconded by Dr. Taylor, the Board unanimously voted to approve the meeting minutes from April 22, 2025. The Chair took roll call and all were in favor.

### **Consent Items**

No discussion occurred for this agenda item.

### **Adjournment**

On a motion made by Dr. Taylor, seconded by Dr. Singh, the Board unanimously voted to adjourn at 9:20 PM. The Chair took roll call and all were in favor.

### **Next Meeting**

The next Board of Health meeting will be on Tuesday June 10, 2025.



**Documents and Exhibits Used During this Meeting;**

- Town of Acton script for Boards and Committees opening meeting
- Board of Health agenda
- BOH recommendations regarding permit status for Daisy Spa
- Baseline GW Sampling – Boardwalk School
- Board of Health meeting minutes from 4/22/2025

Respectfully Submitted,

Matthew R. Dow

Matthew Dow  
Environmental Health Director

Mark Conoby

Mark Conoby, Chairman  
Acton Board of Health