



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**BOARD/COMMITTEE: Board of Health**

**MEETING DATE: May 13, 2020**

**TIME: 7:30pm**

**PLACE: Virtual Meeting** - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. Remote participation instructions are provided below.

**To Join Zoom Meeting:**

<https://us02web.zoom.us/j/85349901021>

Meeting ID: 853 4990 1021

One tap mobile

+13017158592,,85349901021# US (Germantown)

+13126266799,,85349901021# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 853 4990 1021

Find your local number: <https://us02web.zoom.us/u/kcd0yLjilt>

## AGENDA

**Appointments:**

7:45 - 218 Liberty Square Rd. Local Upgrade Approval & variances to Local Regulations

8:00 – VIVA East 2020 – variance request temporary tattoo establishment

**Discussions:**

**1) COVID-19**

- Status
- Enforcement -
  - Governor's Orders
  - May 1<sup>st</sup> Face Mask Requirement
  - Town Election/Town Meeting – Public Health

2) CORRESPONDENCES

- Result from April 2020 Mosquito Drop

3) DRINKING WATER REPORTS:

- Blanchard Memorial School – Hagar well

4) SDS / WWTF / Groundwater Discharge Report

- 629 Mass Ave
- Blanchard Memorial School
- Boxborough Meadows
- Brook Village
- Cisco Systems II
- Codman Hill Condominium
- Harvard Ridge Condominiums

5) FOR SIGNATURE:

- March Meeting Minutes
- Bills for Mosquito Drop

**CAPSTONE DESIGN BUILD, INC.**

31 Plain Road  
Wayland, MA 01778  
(508) 358-5763  
Email: dschof@verizon.net

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Wednesday, May 13, 2020

Mr. James Gareffi  
30 Central Ave  
Ayer, MA 01432

**RE: 218 LIBERTY SQUARE RD - BOXBOROUGH, SEPTIC DESIGN**

Dear James:

Attached to this email is a pdf copy of the septic system design plan for 218 Liberty Square Rd - Boxborough. This design utilizes a Geomat leaching field with a 1' reduction from bottom of SAS to ESHGW. Additionally, a 5' offset from the edge of SAS to an impervious barrier is proposed.

I would like to request a hearing for this property to be heard at the next available meeting of the Boxborough Board of Health to hear any necessary variances.

Variances requested are as follows;

- BOXBOROUGH BOH REGULATION 6.1 - LEACHING AREA, 0.40 LTAR PROPOSED
- BOXBOROUGH BOH REGULATION 6.4 - BUILDING SEWER TO WELL [100' REQD., 83.8' PROPOSED]
- BOXBOROUGH BOH REGULATION 6.5 - DISTANCE TO PROPERTY LINE. (20' REQUIRED, 15.8 PROP.)
- BOXBOROUGH BOH REGULATION 7.2 - TOPOGRAPHY BASED ON ASSUMED DATUM.
- LOCAL UPGRADE APPROVAL (LUA) VARIANCE FOR SEPARATION DISTANCE FROM SAS BOTTOM TO ESHGW [4' REQUIRED, 3' PROPOSED]

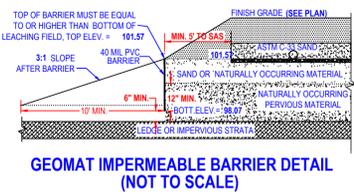
Please don't hesitate to contact me if you wish to speak with me or have any questions, I can be reached at (508) 358-5763.

Sincerely,

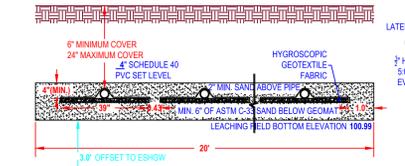


David Schofield

Enclosures: PDF of the septic system design plans for 218 Liberty Square Rd-Boxborough



**GEOMAT IMPERMEABLE BARRIER DETAIL (NOT TO SCALE)**



**LEACHING FIELD UTILIZING GEOMAT SYSTEM DETAIL**

**310 CMR 15.354 Abandonment of Systems**

(1) Whenever the use of a system is discontinued following connection to a municipal or private sanitary sewer or shared on-site system or following condemnation or demolition of a building served by the system, the system shall be considered abandoned and any further use of the system for any purpose shall be prohibited unless, after inspection, the Approving Authority determines the system is in compliance or can be brought into compliance with 310 CMR 15.000.

(2) Continued use of a septic tank where the tank is to become an integral part of a sanitary sewer system requires the prior written approval from the local municipal authority responsible for the operation of the sanitary sewer system.

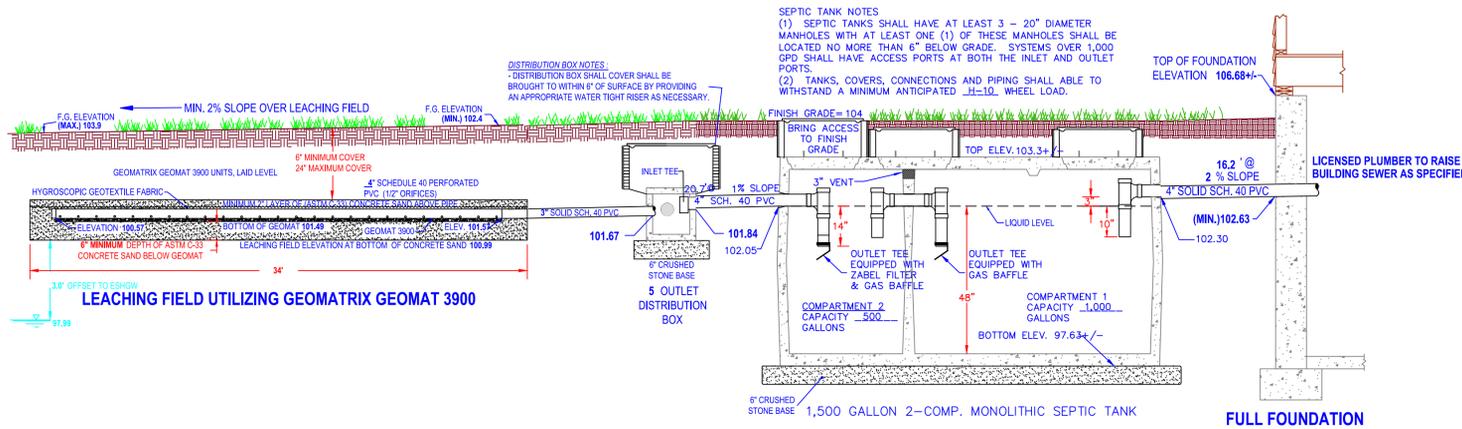
(3) The following procedure shall be used to abandon a system:

(a) Within 14 days prior to discontinuance of use of a system, the facility owner shall apply to the Approving Authority to abandon the existing system citing the reason(s) abandonment is necessary, and where connection to municipal or private sanitary sewer has been made, a copy of the sewer connection permit shall be submitted with the application;

(b) Upon receipt of the Approving Authority's written approval to abandon the system, the septic tank shall be pumped of its entire contents by a licensed septage hauler; and

(c) The tank shall be excavated and removed from the site, or the bottom of the tank shall be opened or ruptured after being pumped of its contents so as to prevent reticulation of water and the tank shall be completely filled with clean sand or other suitable material approved in writing by the Approving Authority.

**PROFILE (NOT TO SCALE)**



**LEACHING FIELD UTILIZING GEOMAT 3900**

**I/A SYSTEM DESIGN CERTIFICATION**

I certify that I have satisfactorily completed any required training for the design and installation of the Technology. I further certify that this design conforms to the approval letter referenced herein, any Company design guidance and 310 CMR 15.000.

Signature David Schofield Date 5/13/2020  
 David A. Schofield

**SOIL EVALUATION / DEEP HOLE TEST DATA**

I certify that in the Fall of 1998 I have passed the soil evaluator examination approved by the Department of Environmental Protection and that the above analysis was performed by me consistent with the required training and expertise described in 310 CMR 15.017.

Signature David Schofield Date 5/13/2020  
 DAVID A. SCHOFIELD (SEF: 3241)

Deep Hole Number: 11-19 Date: 11/14/2019  
 Performed by: DAVID SCHOFIELD  
 Witnessed by: JAMES GAREFFI Health Agent, Town of BOXBOROUGH  
 Surface Elevation: 102.4

Depth from Surface	Soil Horizon	Soil Texture (USDA)	Soil Color (Munsell)	Soil Mottling	Other (Structure, Consistence (Loose, Friable, Firm), % Gravel, Stones, Boulders)
0-24	FILL/A	SANDY LOAM	10YR3/2	-	
24-36	B	SANDY LOAM	10YR5/6	-	
36-106	C	LOAMY SAND	2Y6/4	>5%#54"	WITH GRAVEL

Parent Material (geologic): \_\_\_\_\_ Depth to Bedrock: >106"  
 Depth to Groundwater: Standing Water Depth: NONE Weeping from Pit Face: NONE  
 Estimated Seasonal High Ground Water: 54" ELEVATION = 97.9'

**15.255: CONSTRUCTION IN FILL**

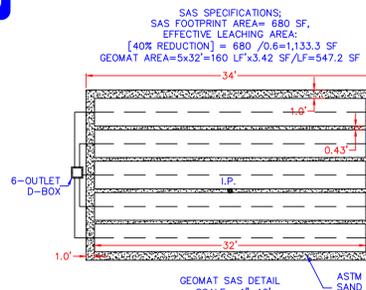
(3) FILL MATERIAL FOR SYSTEMS CONSTRUCTED IN FILL SHALL CONSIST OF SELECT ON-SITE OR IMPORTED SOIL MATERIAL. THE FILL SHALL COMPRISE OF CLEAN GRANULAR SAND, FREE FROM ORGANIC MATTER AND DELETERIOUS SUBSTANCES. MIXTURES AND LAYERS OF DIFFERENT CLASSES OF SOIL SHALL NOT BE USED. THE FILL SHALL NOT CONTAIN ANY MATERIAL LARGER THAN TWO INCHES. A SIEVE ANALYSIS, USING A #4 SIEVE, SHALL BE PERFORMED ON A REPRESENTATIVE SAMPLE OF THE FILL. UP TO 45% BY WEIGHT OF THE FILL SAMPLE MAY BE RETAINED ON THE #4 SIEVE. SIEVE ANALYSES ALSO SHALL BE PERFORMED ON THE FRACTION OF THE FILL SAMPLE PASSING THE #4 SIEVE. SUCH ANALYSES MUST DEMONSTRATE THAT THE MATERIAL MEETS EACH OF THE FOLLOWING SPECIFICATIONS:

SIEVE SIZE	EFFECTIVE PARTICLE SIZE	% THAT MUST PASS SIEVE
#4	4.75 mm	100%
#50	0.30 mm	10% - 100%
#100	0.15 mm	0% - 20%
#200	0.075 mm	0% - 5%

**310 CMR 15.246: EXCAVATION AND FLAGGING OF SOIL ABSORPTION SYSTEM**

(1) EXCAVATION FOR CONSTRUCTION OF A SOIL ABSORPTION SYSTEM MAY BE BY MECHANICALS MEANS, PROVIDED CARE IS TAKEN TO ASSURE THAT THE SOIL AT THE BOTTOM OF THE EXCAVATION IS NOT COMPACTED OR SMEARED. THE BOTTOM AND SIDES OF THE EXCAVATION SHALL BE LEVEL AND SCARIFIED. VEHICULAR TRAFFIC AND PARKING OF VEHICLES OR EQUIPMENT IN OR ON THE AREA OF THE SOIL ABSORPTION SYSTEM SHOULD BE AVOIDED AT ALL TIMES PRIOR, DURING AND AFTER CONSTRUCTION OF THE SYSTEM.

(2) PRIOR TO THE INSTALLATION OF THE SOIL ABSORPTION SYSTEM AND UNTIL THE RECEIPT OF A CERTIFICATE OF COMPLIANCE FROM THE APPROVING AUTHORITY IN ACCORDANCE WITH 310 CMR 15.021, THE PERIMETER OF THE SAS SHALL BE STAKED AND FLAGGED TO IDENTIFY THE LOCATION OF THE SOIL ABSORPTION SYSTEM AND PREVENT THE USE OF SUCH AREA FOR ALL ACTIVITIES WHICH MIGHT DAMAGE THE SOIL ABSORPTION SYSTEM. SUCH FLAGGING IS NOT INTENDED TO PRECLUDE FINAL GRADING AND LANDSCAPING OF THE AREA OF THE SOIL ABSORPTION SYSTEM. STOCKPILING OF MATERIALS OR EQUIPMENT WITHIN THE AREA IS PROHIBITED.



INLINE INVERT ELEVATIONS	PROPOSED	A.B.
TOP OF CONCRETE		106.68+/-
RAISED AND RELOCATED BLDG. SWR. (MIN.)	102.63	
SEPTIC TANK INLET	102.30	
SEPTIC TANK OUTLET	102.05	
PUMP CHAMBER INLET	-	
PUMP CHAMBER OUTLET	-	
DISTRIBUTION BOX INLET	101.84	
DISTRIBUTION BOX OUTLET	101.67	
SOIL ABSORPTION SYSTEM (SAS) ORIGIN	101.57	
SOIL ABSORPTION SYSTEM (SAS) END	101.57	
SOIL ABSORPTION (SAS) BOTTOM	100.99	
PROPOSED F.G. ELEVATION OVER SAS	SEE PLAN	
DEEP TEST HOLE ELEVATIONS:	SEE PLAN	
MINIMUM ESHGW OFFSET (LUA VARIANCE)	3.0'	
ESHGW ELEVATION	97.9	

**DESIGN CRITERIA**

- FLOW: 4 BDRMS @ 110 GPD / BDRM = 440 GPD
- SEPTIC TANK DESIGN CRITERIA: (MIN. CAPACITIES)
  - COMPARTMENT 1 CAPAC. 880 GALLONS
  - COMPARTMENT 2 CAPAC. 440 GALLONS
  - TOTAL CAPACITY: 1,500 GALLONS
- SAS DESIGN CRITERIA: **GEOMAT FIELD**
  - DESIGN PERCOLATION RATE: 24 MPI MIN / IN
  - EFFLUENT LOADING RATE: 0.40 GPD/SF
  - NEC. LEACHING AREA: 1,100 SF
  - BOTTOM AREA PROVIDED: 1,133.3 SF
  - SIDEWALL PROVIDED: - SF
  - TOTAL AREA PROVIDED: 1,133.3 SF
  - DESIGN CAPACITY: (MA) 453 GPD

**SYSTEM IS NOT DESIGNED FOR GARBAGE GRINDER. THE USE OF A GARBAGE GRINDER MAY SHORTEN THE LIFE OF THE SEPTIC SYSTEM.**

-DESIGN PROPOSES A 40% REDUCTION IN SAS AREA AND A 1 REDUCTION IN SEPARATION DISTANCE FROM SAS BOTTOM TO ESHGW AS ALLOWED IN GEOMAT APPROVAL LETTER REFERENCED HEREIN.  
 -GEOMAT AREA; REQUIRED: 440 GPD / 0.81 GPD/SF = 543.2 SF [REQD.], AREA PROVIDED: 5 ROWS @ 32' = 160 LF x 3.42' = 547.2 SF

**PERC HOLE TEST DATA**

PERC TESTING PERFORMED BY: DAVID SCHOFIELD  
 WITNESS: JAMES GAREFFI, BOXBOROUGH BOARD OF HEALTH AGENT(S)

DATE(S): 11/14/2019

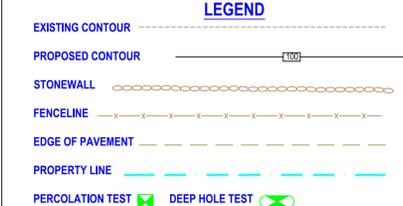
HOLE #	SOIL CLASS	PERC RATE 24 MPI	EFFL. LOAD. RATE	DEPTH
A <td></td> <td>0.40</td> <td>0.40</td> <td>68"</td>		0.40	0.40	68"

**LOCUS MAP**



**VARIANCES REQUESTED**

- BOXBOROUGH BOH REGULATION 6.1 - LEACHING AREA, 0.40 LTAR PROPOSED
- BOXBOROUGH BOH REGULATION 6.4 - BUILDING SEWER TO WELL (100' REQD., 83.8' PROPOSED)
- BOXBOROUGH BOH REGULATION 6.5 - DISTANCE TO PROPERTY LINE, (20' REQUIRED, 15.8' PROP.)
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- LOCAL UPGRADE APPROVAL (LUA) VARIANCE FOR SEPARATION DISTANCE FROM SAS BOTTOM TO ESHGW (4' REQUIRED, 3' PROPOSED).



**General Notes**

- General Notes:
- All utility locations shown are to be verified by Contractor prior to work commencement.
  - Contractor shall call DigSafe (811) a minimum of 72 hours, excluding weekends and holidays, prior to commencing any excavation activities on site.
  - Inspections by Design Engineer and Board of Health are as required by the Board of Health.
  - This plan was prepared for the design of the subsurface sewage disposal system only and is based on the subsurface exploration and percolation tests listed.
  - System was designed only to accommodate sanitary sewage associated with normal domestic usage, consisting of water carried putrescible waste, and for flows indicated in the design criteria.
  - The system must be vented through the buildings plumbing in accordance with state building and plumbing codes.
  - Owner shall verify effective zoning regulations prior to construction.
  - Plans show only those features that were visually apparent on the date of topographic survey, and the absence of subsurface structures, utilities, etc. is not guaranteed.
  - Contractor to determine if site conditions are suitable for construction of proposed system at mobilization, and must promptly notify the Design Engineer and Owner, in writing, of any plan deficiencies, unforeseen subsurface conditions, or required changes.
  - There are no wells located within 100' of the proposed SAS or within 50' of the proposed septic tank.
  - There are no wetlands located within 100' of the proposed leaching area or within 100' of the proposed septic tank.
  - The subject property is located within a Zone II of a public drinking water supply well.
  - Technical Notes:
    - Building sewer shall be in accordance with state plumbing code and have a minimum of 4" of cover in landscaped areas. A minimum of 12" of cover and/or appropriate sleeving utilized in areas subject to vehicular traffic.
    - All tanks, including septic tanks, distribution boxes, dosing chambers, and grease traps shall be either watertight through manufacturer's specification and warranty, or made watertight by the manufacturer or other individual by means and persons as approved in writing of any plan deficiencies, unforeseen subsurface conditions, or required changes.
    - Septic Tanks shall have at least three (3) 20" man holes with at least one (1) of these manholes shall be located no more than 6' below finish grade. (Systems over 1,000 gpd shall have access ports at both the inlet and outlet tees.)
    - Distribution box ("d-box") shall be of water tight construction, installed level on a firm base, and installed in accordance with 310 CMR 15.222.
    - D-box outlet lines shall be installed level for a minimum of the first 2' in order to equalize flow to the distribution lines.
    - The minimum inside dimension of the d-box shall be 12" with a minimum wall thickness of 2" for reinforced concrete units.
    - Septic Tank covers and d-box to be brought to within 6" of finish grade by the use of watertight risers.
    - When an effluent pump is utilized or the slope of the d-box inlet pipe exceeds 5%, an inlet tee, baffle or splash plate extending to one inch above the outlet invert elevation shall be provided.
    - When the SAS is installed within unsuitable soil layers or above natural grade, all unsuitable soil shall be removed below and laterally for a minimum of 5' surrounding the SAS. Removed material shall be replaced with clean granular material in accordance with 310 CMR 15.255(3).
    - All disturbed areas shall be loamed, seeded, and maintained so as to prevent erosion.
    - All native soil interfaces which will contact SAS shall be scarified prior to placement of SAS sand or stone.
- Additional Notes:
- PROPERTY IS LOCATED WITHIN AN INTERIM WELLHEAD PROTECTION AREA. PROPERTY IS LOCATED WITHIN A ZONE C SURFACE WATER PROTECTION AREA.
  - MARK ALL SYSTEM COMPONENTS WITH MAGNETIC MARKING TAPE FOR FUTURE LOCATION PURPOSES.
  - SYSTEM DESIGNED UNDER THE GEOMAT REMEDIAL USE APPROVAL, TRANSMITTAL # X267826, Date of Issuance: Revised July 26 14, 2019.
  - SYSTEM ALSO SUBJECT TO DEPS "STANDARD CONDITIONS FOR ALTERNATIVE SOIL ABSORPTION SYSTEMS." REVISED 3/5/2018.

No.	BOH COMMENTS	Date
1		5/13/2020
	Revision/Issue	

Firm Name and Address  
**Capstone Design Build, Inc.**  
 Wayland, MA 01778  
 (508) 358-5763

Project Name and Address  
**SEPTIC SYSTEM DESIGN FOR OWNER/APPLICANT:**  
 JEFFREY MILLER  
 218 LIBERTY SQUARE RD  
 BOXBOROUGH, MASS.

Project	Sheet
19-148	
Date	04/17/2020
Scale	1" = 20'

# B . C . B . O . H . A .

BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

## Safer Voting during COVID-19 (Coronavirus)

*Please note: This is a rapidly evolving situation. BCBOHA will continue to provide updates and coordinate public messaging on the situation as new information and best practices become available.*

**Managing an infectious disease requires consistent, widespread implementation of an effective prevention system that limits exposure and consists of multiple, interconnected elements. For a respiratory virus like COVID-19 that means practicing Be Safer Precautions including all of these, all of the time:**

- staying home if feeling ill, extremely tired or with underlying health conditions
- maintaining 6-feet of social distancing from those outside your family unit
- wearing a face mask when in public places
- washing hands frequently with warm water and soap for 20 seconds
- avoiding touching your face
- cleaning and disinfecting regularly touched surfaces often, including your phone

**Voting is a fundamental right in Massachusetts. Keeping poll workers and voters safer during an infectious disease outbreak is a primary responsibility of Boards of Health. This is a guide for communities on how to promote safer voting this year in their communities.**

### **Board of Health Guidelines for Public Gatherings Emergency Planning for Elections and Town Meetings in Massachusetts**

**Background:** Town Meetings can be delayed for months until safer meeting options are available. Municipal elections must occur before June 30. Mass General Law requires at least one polling place to be open in each town on election day. Hours of operation for municipal elections can be shortened, and everyone should have access to an absentee ballot. Town Elected Officials and Town Clerks have the final say on how and when voting will proceed subject to current Public Health emergency orders.

Town Clerks and election workers are considered essential non-medical workers and are not subject to stay-at-home orders unless under separate isolation or quarantine orders from the Board of Health. All essential workers should take standard COVID-19 Be Safer Precautions.

**Note:** Town and City Clerks are vital to many essential municipal functions. Each Town Clerk as well as all other government departments should have a Continuity of Operations Plan (COOP) with a designated succession plan to ensure continuity of government. MGL Ch. 41, Sec. 19 allows Town Clerks to appoint an Assistant Clerk. Check local bylaws and charters to determine how a Town Clerk is appointed if the Town Clerk is unable to fulfill his/her duties.

The following Checklist will help communities consider actions to help keep voters and poll workers safer, subject to local conditions and current State and local town/city charters and bylaws. In general, smaller groups in open settings are inherently safer for individuals as they limit the potential spread of a respiratory infection. **Consider the following options to current practices to reduce the exposure to coronaviruses.**

## **Be Safer Precautions for Town Meetings**

This is a rapidly changing situation. These are guidelines are based on information available at this time.

1.  **Delay Town Meeting** MGL c.39, s 9 & 10A allow Town Meetings to be postponed during emergencies until ways are identified to keep voters safer during large, in-person meetings or there is the ability to hold virtual meetings. Towns/cities can continue to spend 1/12 of last year's budgets each month until a new budget is approved.
  
2.  **Traditional In-Person, Inside Town Meeting Be Safer Precautions:**
  - Location:** Consider alternate meeting locations that are not currently in daily use or can be left vacant for at least 72 hours or better 7 days, so that any virus has time to become non-infective. Otherwise before any other use and if possible after 24 hours, the space should be thoroughly aired out and cleaned by staff wearing PPE and practicing PPP, using 70% alcohol sanitizers or other approved disinfectants on hard, frequently touched surfaces. Vacuums should be equipped with HEPA filters that are afterwards cleaned, changed or let sit for 7 days afterwards. Consider shampooing or spraying carpets and letting them dry. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
  - Length:** keep Town Meeting as short as possible and limit eating and drinking options.
  - Entry Lines:** at the front door, mark out a waiting line with spots 6 feet apart.
  - Entry Screening:** at the front door, have an EMT/Nurse in PPE monitor individuals for symptoms. **Script: do you have, or have you had in the last 14 days:**
    - Temperature over 100.0 F (monitor with a non-contact thermometer if possible)
    - Cough, sore throat, exhaustion, trouble breathing, sudden loss of smell or taste.
    - Exposure to COVID-19
    - Thank you for wearing a mask or could you please put a mask on now.  
(Have masks available for those who arrive without one.)
  - Registration and Paper Balloting:** to better protect voters and poll workers:
    - Everyone should be wearing masks.
    - Mark waiting spots on the wall or floor 6 feet apart.
    - Have a proctor or constable monitor the spacing with a bull horn if necessary
    - Poll workers should be behind solid see-through screens at counter height.
    - Use disposable pens/pencils or sanitize between each use
    - Provide hand sanitizer at the registration/voting desk.
  - Smaller Town Meeting Rooms.** Consider using multiple, smaller rooms for Town Meeting connected by closed circuit TVs and microphones to reduce the exposure to large groups. Have one room for people who will not wear a mask. Have additional rooms for those who arrive with children, are over 65 or have underlying health conditions.
  - Rows:** space rows 6 feet apart.
  - Seating:** space seats 6 feet apart. Only people living together should sit closer.
  - Masks:** Anyone without a mask should be seated in a section with a separate microphone or in a separate room with closed circuit TV and a microphone. Consider having the local Board of Health pass a local regulation requiring masks in all public places where 10 or more unrelated people gather with violation fines of up to \$500.
  - Sanitizer:** have pump sanitizer bottles with 60% alcohol located throughout the room.
  - Voting:** as determined by the Moderator could be by voice vote, a show of hands with a colored voting slip or electronic "clickers." Only use paper ballots if absolutely

necessary. Electronic “clickers” are highly recommended as they increase social distancing, eliminate paper ballots and voting lines and shorten the meeting time as votes are recorded instantly on a TV screen.

- Sound Systems:** Microphones should be cleaned before and after each user with high alcohol sanitizing wipes stationed by each microphone. Test the sound system before the meeting. (Ask high school or college tech students or technicians for big events to set up.)
- Paper:** do not reuse paper or other used supplies or let them sit for a week before using.

**3. Outdoor Town Meeting Option** in a large parking lot with people in their cars or on personal lawn chairs at least 6 feet apart.

- Sound Systems:** A good sound system will be required.
  - Consider using a low power AM radio station transmitter that plays on car radios.
  - Microphones should be located throughout the outdoor area and sanitized before and after each user with high alcohol sanitizing wipes stationed by each microphone.
- Parking-Lot Town Meeting Be Safer Precautions:**
  - Registration workers wear masks and gloves while checking voters as people arrive, maintaining 6-foot social distancing.
  - Non-voters are placed in a separate part of the parking lot.
  - Traffic is managed by the police and/or fire or volunteers wearing yellow vests.
  - Voters are issued a color-coded voting card big enough to see from the podium.
  - Voters also get a paper ballot for any needed secret votes or use “clickers” to vote.
  - In the event paper ballots are needed poll workers go to each car collecting ballots.

**4.  Electronic Town Meeting Option** in addition to in-person attendance, or in place of in person meetings would allow those with underlying health conditions and the elderly to participate using these Be Safer Protocols:

- Televised Meeting:** People could attend the meeting via a local cable channel if available and call in with questions or comments.
- Virtual Meetings:** During a declared emergency, remote or electronic public meetings may be permitted. Check with your Town Counsel about holding an electronic Town Meeting such as on Zoom or via Google or others. This option requires advanced planning, some practice time and good IT support.
  - Teleconferencing/Conference Call** (Free Conference Call. com) users have to download the documents in advance of the call. A moderator is needed to unmute phones.
  - Web Conferencing or Webinar** (Go to Meetings, etc.). Must have a good internet connection and computer, tablet or smart phone. Questions are usually asked via typing.
  - Video Conferencing** (Zoom, etc.) Must have a good internet connection and computer, smartphone or tablet with a video camera. Host/Moderator controls who can talk and what is displayed on screens.
- Speaking:** Voters could be pre-registered for the electronic meeting in order to be able to speak. Voters could electronically raise their hand to ask the Moderator to speak.
- Questions:** could be posed in the chat option or phoned in to the Town Moderator.
- Voting:** Voting could be by electronically raising hands, though this would mean each voter would have to be on their own internet device or by downloading a ballot based on the warrant and voting on each warrant item as the question is called. Vote envelopes (not the actual votes) can then be signed and mailed in (or phoned in or emailed or registered by a secure electronic method as allowed by law.)

## **Be Safer Precautions for Municipal Voting**

This is a rapidly changing situation. These are guidelines are based on information available at this time.

1.  **Delaying:** Delay Town/City voting until late June's warmer weather which also allows for more time to understand how virus transmission is best controlled.
2.  **Voting by Mail:** Promote, encourage and make mail-in voting, the safer first choice. Send everyone in town an application for mail-in voting to reduce the risk to poll workers and voters
3.  **Early Balloting:** Cancel in-person early voting. Early voting by mail is allowed in 2020 upon written request. Encourage everyone to request in writing, a mail-in ballot. Otherwise poll workers should practice all the Be Safer Precautions:
  - Masks
  - Barriers and Social Distancing
  - Handwashing and Disinfection
4.  **Poll Workers:**
  - Use younger poll workers and those without underlying health conditions such as hypertension, diabetes, chronic lung diseases, obesity or cardiovascular diseases.
  - Train all poll workers in the Personal Protective Protocols (PPP) below.
5.  **Voter Registration:** Online and mail in voter registration options are available on the Secretary of Massachusetts website. In-person voter registration be cancelled, or Registrars should practice all the Be Safer Precautions:
  - Masks
  - Barriers and Social Distancing
  - Handwashing and Disinfection
6.  **In-Person Inside Voting Be Safer Precautions:**
  - Location:** Identify alternate meeting locations that are not currently in daily use or can be left vacant for at least 72 hours or better 7 days, so that any virus has time to become inactive. Otherwise before any other use and if possible after 24 hours, the space should be thoroughly aired out and floors and surfaces cleaned by staff wearing PPE and practicing PPP, using 70% alcohol sanitizers and other approved disinfectants on hard, frequently touched surfaces. Vacuums should be equipped with HEPA filters that are cleaned, changed or let sit for 7 days after this use. Consider shampooing carpets and letting them dry. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
  - Hours:** Shorten to 3 hours or less or have discontinuous operating hours so that food and drink are not required for poll workers or have several shifts of poll workers. State and Federal elections require polls to be open from 7 am to 8 pm. Local election hours are more flexible. If voting hours are established by regulation and not Town Meeting, voting hours can probably be changed by a vote of the chief elected officials. Consider two hours in the morning and two hours in the afternoon which allow poll workers to clean the space between shifts and take a break.
  - Breaks:** Close for at least 15 minutes between shifts or every 2 – 3 hours to allow for cleaning, breaks, and additional staff training.

- Masks:** Everyone in the polling place should wear a mask. Have additional masks on hand for anyone who arrives without a mask. Should someone refuse to put on a mask, direct them to wait outside until the polling place is clear of other voters or the end of the shift when the polling place is closed for sanitizing. Consider asking the Board of Health to pass a local regulation that requires anyone in a public place with 10 or more unrelated people to wear a mask. Anyone refusing to abide by this public health order is subject to a fine of up to \$500.
- Food:** Don't serve food. If food or drink are served, make it prepackage, individual bottles or servings in a separate room with convenient properly equipped handwashing facilities.
- Handwashing.** Gloves are not a substitute for handwashing as gloves quickly become contaminated and are harder to clean than hands. Provide a handwash sink with warm water, pump soap and single use paper towels and at least 60% alcohol hand sanitizer. Wear gloves if you have a cut on your hand.
- Masks:** Poll workers and voters should all wear tight fitting masks at all times.
- Separation:** Poll workers/voters should stay 6 feet apart unless separated by a solid clear barrier such as a plexiglass window.
- Tables and Barriers:** Consider using counter height tables and chairs so that any clear solid barriers are more effective at separating voters and poll workers.
- Sanitizer:** Have conveniently located pump hand sanitizers available for everyone.
- Lines:** Mark waiting spots 6 feet apart on the pavement outside the voting location with tape or chalk.
- Occupancy:** Only allow the number of voters into the voting area that can easily maintain 6 feet separation at all times.
- Flow:** Provide separate entrance and exit doors in opposite directions so that voters do not have to pass in the hallways.
- Pens:** Provide a fresh disposable pen or pencil to each voter or sanitize between each use.
- Sanitize** the voting booths frequently; ideally between each voter.
- Counting Ballots:**
  - Continue to wear masks and stay 6 feet apart while counting ballots. Thoroughly wash hands for 20 seconds with soap and water before eating or drinking and before leaving for home.
  - Remember gloves will become just as contaminated as hands.

See the Personal Protection Protocols (PPP) Just-in-Time Training and Staff Checklist below.

For more information contact [info@bcboha.org](mailto:info@bcboha.org)

# BCBOHA Personal Protective Protocols (PPP)

## JUST-IN-TIME TRAINING

Hold a COVID-19 Be Safer staff training for each shift of workers. **Note:** COVID-19 is often asymptomatic so screening for illness is not a substitute for practicing Be Safer Precautions.

### **Training Schedule:**

**Shifts:** Provide online and in-person training before each shift.

**Reminder Checklists:** Provide a PPP Checklist to each worker.

### **Staff Welcome Script:**

1. Thank you for coming today to help us manage a safer election/
2. Please keep your mask on at all times. If you must remove it, please do so outside.
3. Our objective today is a safer, as well as secure and accessible election.
4. Is anyone experiencing fever, cough, sore throat or sudden loss of taste or smell?
5. Are any of your close contacts ill with these symptoms in the last 14 days?
6. Do you have a temperature of more than 100.0 F? (Verify with a non-contact thermometer.)
7. Has it been less than 14 days since a COVID-19 recovery & lack of symptoms?

### **Personal Protection Protocols (PPP)** <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

*Personal Protection Protocols are a system that requires you do ALL of these all the time:*

- Handwashing** is a contact sport that requires a minimum of 20 seconds contact with lots of soap bubbles to dissolve the virus coating to beat the virus. Use warm water, pump soap and rub vigorously between the fingers and at the fingertips for 20 seconds. Dry with a single use paper towel. *When in doubt, wash your hands.*
- Masks are First on, Last Off** and should seal as tightly as possible around the nose and mouth. Handle new masks with washed hands. Only handle **used** masks by the ties or rubber bands, never the inside or front.
- Gloves are Last On, First Off** and should only be used on freshly washed hands. Use a glove if you have a cut on your hand. Reusing gloves is not recommended as they develop small tears and are hard to take off without tearing. If you must reuse gloves, wash them thoroughly with soap and water before removing, then remove carefully without tearing, keeping the outside out, if you can, and letting them air dry wet side out. Then wash your hands thoroughly again with soap and water for 20 seconds, dry with a single use paper towel and finish with plenty of hand sanitizer that air dries.
- Mask and Glove Storage:** store in separate, labeled paper bags if you need to save either of these for another use. Let paper, construction or hospital type masks dry for at least 3 days before reuse. Gloves should also sit for at least 3 days before reuse.
- Cloth Masks:** do not reuse visibly soiled or wet cloth masks until washed and dried.
- Hand Sanitizer:** used as a supplement to handwashing or when handwashing is not practical. Rub sanitizer everywhere vigorously and let air dry before handling a clean mask and after removing a used mask or touching potentially contaminated surfaces.
- Eating Drinking and Face Touching:** Avoid touching your face, eating or drinking without freshly washed hands. If you must eat or drink, please wash your hands, go outside and wash your hands again when you return. Consider using only single serving foods and drinks in closed containers.

# BCBOHA Personal Protective Protocols (PPP) CHECKLIST

**Personal Protection Protocols (PPP)** <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

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- Practice Be Safer Precautions:**
  - stay home if feeling ill, extremely tired or with underlying health conditions
  - maintain 6-feet of social distancing from those outside your family unit
  - wearing a face mask when in public places
  - washing hands frequently with warm water and soap for 20 seconds
  - avoiding touching your face
  - cleaning and disinfecting regularly touched surfaces often, including your phone

## Cheryl Mahoney

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**From:** Timothy D. Deschamps <deschamps@cmmcp.org>  
**Sent:** Tuesday, April 28, 2020 12:39 PM  
**To:** Richard Day; 'Rosa, Sue'; 'Cannon, Marie'; 'Kristel Bennett'; Cheryl Mahoney  
**Cc:** 'jim garreffi'; 'Timothy McGlinchy'; cornine@cmmcp.org  
**Subject:** aerial application results

Here are our preliminary results; weather was favorable and the results are excellent:

**Billerica:**

Treated sites overall reduction of 97.17% while the control remained unchanged.

**Boxborough:**

Treated sites overall reduction 93.14% while the control increased by 28.38%

**Chelmsford:**

Treated site overall reduction 87.46% while the control decreased by 3.77%

Thanks again everyone for all your help.

Timothy D. Deschamps, Executive Director  
Central Mass. Mosquito Control Project  
111 Otis St. Northborough, MA 01532  
tel: (508) 393-3055 ext. 107 • fax: (508) 393-8492

