

**TOWN OF OXFORD
BOARD OF HEALTH
MINUTES TO 07/09/2025 MEETING**

BOARD MEMBERS PRESENT

Kerrie Singer – Chair

Dina Costa – Vice Chair

David Escobar – Member

ALSO PRESENT

Town Counsel, Roger Smerage, Esq KP Law

Oxford Lions Club: Laura Hoey, Treasurer, Todd Donohoe, Vice President, Francis King, President

8 Old Worcester Road: Christopher (Chris) Everitt, Stephen (Steve) Balcunas

The Town of Oxford Board of Health meeting was called to order at 6:00PM on July 09, 2025, by Chair, Kerrie Singer. Kerrie stated that the meeting was being recorded.

The Board reviewed the minutes of the June 11, 2025, meeting. Kerrie Singer entertained a motion to approve the meeting minutes as written. Dina Costa made a motion to approve minutes as stated which was seconded by David Escobar.

Roll-call Vote:	Chair, Kerrie Singer - Yes
	Vice Chair, Dina Costa – Yes
	Member, David Escobar – Yes

Motion Carried

8 Old Worcester Road – Taken out of order as occupant was not present.

Oxford Lions Club – Food Vendors

Laura Hoey – Secretary, Todd Donohoe, Treasurer & Francis King, President

Oxford Lions Club sent an email to the Board requesting to be placed on the Board of Health Agenda regarding the Lions Club fall festival vendors. The fall event will take place in September of 2025.

Laura inquired about the necessary documents needed for the vendors. Three food vendors: (1) cotton candy prepared on site, (2) baked goods baked off site and slushies and iced coffee prepared on site and (3) church donating food and preparing coffee. Laura questioned whether insurance is needed for the vendors. She stated that she was concerned that the insurance cost

will be a burden for the vendors as it is a very small event. Dina commented that the vendors should have liability insurance with Kerrie adding that anyone in business should have liability insurance. Kerrie also stated that the Board is willing to work with the Lions Club but also needs to protect the public.

The church already has an active food permit with the Board of Health. The baked goods vendor is required to obtain a food permit and are exempt from the Food Manager Certificate – a Food Handler Certificate will suffice; the applicant has applied for the food permit and will need to be inspected at the event before the food permit can be issued.

Todd gave background of the fall event. He wanted to make sure individuals inspected on day of event are not “shut down” by the Board of Health; wanted to make sure all documents are in order beforehand. Also, he reiterated that the insurance requirement could become a financial burden on the vendors.

Laura commented that she would need to inform the vendors if insurance is required and that this may discourage the vendors.

Board Member, David, stated that the Board of Health has flexibility on fees for non-profit applicants to ease the hardship of the cost.

Francis came before the Board stating that they purchase pizza from P&D Pizza and mark the pizza boxes every two hours to monitor exposure.

Kerrie stated that the cotton candy vendor and the bread/slushie/coffee making vendor are the two vendors that the Board will need to review.

8 Old Worcester Road – Public Hearing

Kerrie opened the hearing for 8 Old Worcester Road on the Board of Health Correction Order dated 5/28/2025 and stated that the hearing was duly posted. Kerrie also read Hearing Notice. Chris Everitt requested the hearing. Hearing Re: 105 CMR 410.840 to determine whether the property meets the minimum standards for housing to protect the health, safety, and well-being of occupants and the general public pursuant to the State Sanitary Code, 105 CMR 400/410. The hearing will determine whether the correction will be sustained, modified or withdrawn. Kerrie also stated the ground rules for the hearing.

Chris Everitt was sworn in and took the Oath of Veracity.

Evidence:

Ivan Kwagala, Health Director, read the May 28, 2025, inspection report for 8 Old Worcester Road and issued an Order to Correct on May 28, 2025. Per 105 CMR 410.570(A), the owner of any parcel of land, vacant or otherwise, shall be responsible for maintaining any such parcel of

land in a clean, safe, and sanitary condition and free from refuse. Ivan read what he had observed and demonstrated photos and video at the hearing. Observed: trash bags, couches, cushions, gasoline container, toilet, old furniture, garbage bins, construction material, household items and other loose debris. Ivan stated that the property is in violation of 105 CMR 410 and sent to the owner and occupant an order to correct, inspection report and the occupant's rights by certified mail. In the mailing, there was information for the owner and occupant the option to request a hearing. All observations, photos and videos were taken from a public way. Inspections occurred on 4/17/2025, 5/28/2025, 7/9/2025. Some items on the property had been removed but overall, there is no change, and the (30) days to correct has expired. No communication from the owner was made, only from the occupant. Kerrie asked if any of the items are contributing to a standing water risk in which Ivan had replied that there were trash containers, an empty refrigerator and other items on the property which contributed to standing water.

Chris Everitt explained to the Board that his property was void of rats or snakes and welcomed the Board to walk the property. He also stated that he mows his lawn each week and that he maintains the property. He further explained that the trailer full of furniture and debris is from a neighbor's property that he was helping with. He stated that by the time he finished loading the trailer, the transfer station was closed and that the trash never left the trailer until it went to the transfer station and that he could provide transfer station receipts. He stated that he is allowed to have a refrigerator on the property if the door is taken off and stated it was taken off. He continued and stated that he collects scrap metal and drives to the scrapyards when trailer is full and the oil bin was randomly dropped off at the property along with other items. He stated that the toilet in the yard had just been placed outside the day the property was inspected and had been sent to the transfer station soon after. He felt he was allowed to collect scrap metal and asked where the law stated that he cannot collect scrap metal and stated that he does not have an unauthorized business. He continued to state that there are other properties in town with mattresses in their yards, holes in roofs, dilapidated garages and chimneys falling off that are occupied and will be filing an official complaint about those properties. Chris welcomed the Board to this property by appointment only.

Town Counsel: Reads definition of Refuse Materials - including bulk items

Kerrie discussed potential injury hazards: Gas cans, accumulation of standing water and refrigerator on the property.

Chris stated that he was the tenant and had lived there for (8) years. Chris also stated that the owner visited the property recently and that the owner gave him permission to do whatever he wanted with the property and that the property looked "fine" to him. Chris acknowledged that he was a hoarder. Chris stated that he cleans the property every day and then collects additional items and that is why the piles get larger. He continued that there is no oil on the property or hazardous waste.

Board continued to ask questions about when the items will be cleaned up as the items are a hazard with potential to cause injury.

Town Counsel brought to the Boards attention: Subsection (A) of 570 referring to the owner of the parcel and Subsection (B) referring to the occupants and that they both shall maintain the property (105 CMR 410-570(A) and 105 CMR 410-570(B)).

Chris stated that his plans are to collect scrap metal until December and then cash it all in and will clean up the other items of concern when he has time.

Town Counsel reiterated the meeting procedures.

Kerrie asked Chris if he had any other evidence to add to the hearing which he replied that he did not.

Steve Balcunas – 6 Old Worcester Road (abutter) was sworn in and took the Oath of Veracity.

Steve stated that all the refuse can been seen outside his window. Steve stated that Chris needs to get organized but that he does not interfere with people's lives. Steve stated that he does receive phone calls from people asking how he can tolerate looking at the refuse.

Kerrie asked if anyone would also like to speak or give evidence – no reply.

Chris welcomed the Board of Health to his property for an inspection accompanied by another employee of the town, such as the Building Department.

Kerrie Singer entertained a motion to close the evidentiary portion of the hearing. Dina Costa made the motion as stated. David Escobar seconded the motion.

Roll-call Vote:

Chair, Kerrie Singer - Yes
Vice Chair, Dina Costa – Yes
Member, David Escobar – Yes

Motion Carried

After thorough discussion of the Board, Town Counsel assisted with crafting a motion for the Board as such:

The motion is to modify the Correction Order of May 28, 2025, to first provide that the timeframe for compliance shall be (60) days from July 9, 2025, subject to reinspection of the external portion of the premises pursuant to the State Sanitary Code and the petitioner's agreement provided tonight. Such inspections be conducted by the Oxford Board of Health Inspector and one other Town Official. And second, that the Correction Order be modified so

that the regulatory citation for violations is both 105 CMR 410.570 subsection (A) and 570 subsection (B).

From the crafted motion, David Escobar made the motion as stated. Dina Costa seconded the motion. No further discussion was made.

Roll-call Vote:

Chair, Kerrie Singer - Yes
Vice Chair, Dina Costa – Yes
Member, David Escobar – Yes

Motion Carried

Kerrie Singer entertained a motion to close the hearing on 8 Old Worcester Road. Dina Costa made the motion as stated. David Escobar seconded the motion.

Roll-call Vote:

Chair, Kerrie Singer - Yes
Vice Chair, Dina Costa – Yes
Member, David Escobar – Yes

Motion Carried

Public hearing was adjourned.

Health Director Update

The Board of Health Public Health nurse had given her resignation. Brianna Burnham, the Regional Epidemiologist, will focus on MAVEN and communicable diseases in town. Dina asked that Board of Health department work on the vaccine refrigerator replacement.

Board of Health Office Update

OpenGov updates: The Board discussed resolutions on improving the online permitting process. Also, Town Counsel advice was sought regarding the Board approving permits online in OpenGov. Ivan read the response from Town Counsel which stated that the Board approving permits online would violate the Opening Meeting Law. Board discussed advisement from Town Counsel and stated that the Board does not discuss the permits, only individual comments are made on missing items from the applicants. Board stated that they are performing administrative work only. Board would like Board of Health Admin to reach out to OpenGov on what other towns with similar Boards so as far as approving permits and Ivan will reach out to Town Counsel for further clarification. Until clarification is made, there will be a hold on the Board approving permits in OpenGov. Ivan will approve the permits in OpenGov until Town Counsel clarification is made.

Admin responded to permitting questions to the Board from an earlier meeting.

Next Meeting

Kerrie Singer entertained a motion to adjourn the meeting at 8:15PM. Motion to adjourn as stated was made by Dina Costa and seconded by David Escobar.

Roll-call Vote:

Chair, Kerrie Singer - Yes
Vice Chair, Dina Costa – Yes
Member, David Escobar – Yes

Motion Carried

Meeting adjourned.

Note: The next meeting is scheduled for August 13, 2025, 6:00PM, with the location to be determined.

DOCUMENTS & EXHIBITS

1. Meeting Minutes: 6/11/2025
2. 8 Old Worcester Road Documents: Inspection reports, Order to Correct, Hearing Notice, Photos & Video
3. Oxford Lions Club Email

On file with the Department of Land Management / Board of Health and Office of the Town Clerk