

**MINUTES OF THE BOARD OF HEALTH MEETING FOR THE NEWTOWN  
DISTRICT DEPARTMENT OF HEALTH, WEDNESDAY, MARCH 22, 2023,  
NEWTOWN COMMUNITY CENTER, 8 SIMPSON STREET, NEWTOWN, CT 06470**

**PRESENT:** Board members: Dr. William Begg, Curtis Read, Maureen Singer; Director of Health Donna Culbert; Senior Sanitarian Laurel Shaw; and Board member Dr. Rob Bazuro joined the meeting in progress.

**I      Public Participation:** No public participation.

**II     Acceptance of Minutes of Previous Meeting**

A Motion was made by Curtis Read and seconded by Maureen Singer to accept the BOH meeting minutes from December 13, 2022. Hearing no objections, motion approved.

**III    Reports of Officers and Director of Health**

Ms. Culbert shared with the Board members that besides the day-to-day activities, the NHD staff have focused their expertise on updating the various Newtown Health District Codes. Laurel Shaw, Senior Sanitarian, has taken the lead in this effort along with Suzette LeBlanc, Food Service Inspector, focusing on the Food Code. Ms. Culbert noted that Health District business has been pretty good, the weather has allowed for construction, offering plenty of environmental activity.

Ms. Culbert shared that the State has recently implemented the FDA Food Code. Ms. Culbert stated that it has not been the smoothest rollout, but staff members, Laurel Shaw and Suzette LeBlanc, have dedicated a fair amount of time and effort to understanding and implementing the various changes. Ms. LeBlanc has worked with all of our Food Service agencies explaining in detail the changes to the code and how it effects their operations

Dr. Begg asked Ms. Culbert if there were any challenges to the Town of Newtown, the public health and welfare, etc., that the Board members should be concerned about. Ms. Culbert answered that it was refreshing to focus on public health issues rather than the non-stop issues that the COVID-19 response presented. Asked to comment, Laurel Shaw stated that the District is now in recovery mode.

Ms. Culbert noted that the District does have an open Sanitarian position. Ms. Culbert informed the Board members that after the Code revisions have been squared away, the District will have an increase in workload for items that have not been done on a routine basis, and additional staff, time and effort will be used to fill those obligations.

**IV    Board Meeting Schedule**

Ms. Culbert shared that she did distribute a Board Meeting Schedule. Ms. Culbert noted that the State requires that the BOH meet quarterly. Dates for June, September and December have been pre-scheduled. Ms. Culbert stated that these dates may change on occasion due to Board member schedules.

Dr. Begg made a motion to accept the proposed BOH Meeting schedule as proposed. Curtis Read seconded. Hearing no objection, motion approved.

## V New Business

### 1. Budget 2023-2024

Ms. Culbert shared that she has given this proposed budget to Roxbury, with the note that it needs Board approval before it becomes official. Ms. Culbert explained that should anything financial come up, the District would work to modify the budget in other ways so that the local contribution from the member Towns remains solid.

Dr. Begg asked if there were any changes reflected from previous years. Ms. Culbert stated there were no large scale deviations, but that she was anticipating increased revenue because of the revised fee schedule.

Dr. Begg made a motion to approve the proposed budget as presented. Curtis Read seconded. Hearing no objections, motion approved.

### 2. Newtown Health District Codes and Regulations - Discussion and movement to Public Notice/Hearing

Ms. Culbert explained that the attached Newtown Sanitary Code and the Food Service Code for Board member review are the most significant codes now in effect and are in the process of being amended. It was noted that they were originally adopted in 1995. Ms. Culbert turned the conversation over to Ms. Shaw for a more detailed explanation.

Ms. Shaw explained that when the Newtown Sanitary Code and Food Service Codes were adopted there really wasn't a standard sanitary code or food code and that they were written as a technical standard. Ms. Shaw noted that some of the Newtown Sanitary Code sections are stricter than the State code. Ms. Shaw explained that the revised Sanitary Code was rewritten in an effort to formalize our process and address expectations for those that come in for licensing. The District has added some definitions that we thought were important, added disclaimers and added some fines and penalties. Ms. Shaw stated that some of this revision is consistent with area town codes. It was also noted that the biggest concern was to have an outline of our process so that when individuals have questions about our methods, we have written documentation to support our position.

Dr. Begg asked how this information would be disseminated to the public. Ms. Shaw answered that it is posted on our website now and is adopted into the Town's Charter. The format will be tweaked for final presentation. Individuals will be directed to the NHD website, or we can e-mail/mail it to them.

Ms. Culbert informed the Board members that some of the changes include the 24" restrictive layer that did not apply in Roxbury and Bridgewater. This has been changed so that it is the standard for all member towns. It can be confusing for installers who work in all three towns, so consistency is key.

Ms. Culbert explained that there were a lot more restrictions decades ago because Newtown was going through some growing pains with wastewater disposal. With the development of the State Public Health Code and the Newtown Sanitary Code, the District has a lot more oversight in the sight investigation and the plan review, affording more protection than in the past.

Dr. Begg asked if the revised codes were a lot more user friendly and relevant to today's standards. Ms. Culbert answered they are completely consistent with the State Public Health Code and there are a couple of places where the District is more restrictive.

Dr. Bazuro arrived in person to the meeting and was brought up to speed.

Laurel Shaw informed the Board members that the Newtown Sanitary Code combines the basic language for septic and well installation. Ms. Shaw added that should the Newtown Sanitary Code need to be updated, the format would allow for that.

Ms. Shaw noted that some items such as soil testing, the Director's right to suspend or hold off testing in the winter, etc., have been added for clarification and administration. Also identified are the documents required before a Permit to Discharge is issued.

Curtis Read asked if radon was included. Ms. Shaw answered that radon is regulated by the State Public Health Code and we offer residents assistance through that code.

Mr. Read also asked about water testing regulations. Ms. Shaw answered that State guideline recommendations are also followed. Mr. Read asked who the water testing companies are. Ms. Culbert answered that the State lab is used when an environmental issue needs to be investigated; a local lab is used when we have something that we suspect might be an issue, and we need a quick answer.

Ms. Culbert noted that the Newtown well radius to a septic system is a little stricter. Ms. Culbert added that Bridgewater and Roxbury Wetlands Commissions regulate watercourse setbacks to wetlands in their respective communities and the District defers to them for guidance.

Mr. Read asked about non-transient and transient water company water testing regulations. Ms. Shaw replied that they are state regulated and required to do their own water testing. She added that if they do not abide by that requirement, the District is informed.

Ms. Shaw shared that the technical standards are updated every three years by the State. The State code was amended in 2018, but because of Covid, it was just updated on January 1, 2023.

Ms. Shaw addressed the updated Food Code. Ms. Shaw explained that the State has adopted the FDA Food Code and as a result the items such as food service classifications, inspection frequency, the inspection form, and many other items have changed.

The updated Food Code presented to the Board members details the necessary steps FSEs need to abide by that applies to this new code. Mr. Read asked how we keep track of FSE that need inspections. Ms. Shaw answered that the Food Service Inspector, Suzette Le Blanc, utilizes an Excel spreadsheet. Ms. Culbert shared that while discussing the new FDA food code with area Health Districts/Departments, the NHD is in the top tier of being current.

Mr. Read asked if we have made FSEs aware of the new FDA Food Code. Ms. Shaw answered yes, that it has been a plan in the making for some time and the District has kept FSEs abreast of any changes, updates and implementations associated with it. Ms. Shaw noted that Ms. LeBlanc has stayed on top of developments and shared important information with FSEs.

It was noted that scores are no longer used for FSE inspections. There are different types of violations and it depends on how many you get and what you get that determines your evaluation. Priority Foundation, Priority and Core Violations, are the defining violation tags, and depending on what the violation falls under, determines the amount of time allotted to correct it before the Food Service Inspector returns.

Ms. Culbert explained that the District has a good Food Service program. She noted that our FSEs want to do well and be compliant. Ms. Culbert added that this is a big change for them and that Ms. LeBlanc has made sure to share information with them. It was noted that the District reminds ourselves that even though the Code has changed, the risk(s) have not.

The other codes are newly proposed – salons, barbershop and personal care, tattoo and body piercing, public pool. Ms. Shaw explained that these are standard codes and the District is tweaking them for our jurisdiction.

Dr. Bazuro made a motion to accept the updated Newtown Sanitary Code and Food Code and the new codes for review by legal counsel and eventually public notice and hearing. Dr. Begg seconded. Hearing no objection, Motion approved.

### **3. Proposed Fee Schedule**

Ms. Culbert stated that the Proposed Fee Schedule was last updated in 2012 and that Food Service fees were increased a few years back. Ms. Culbert shared that local area fee schedules were collected and reviewed for computing reasonable fees increases. Mr. Read asked if the District has estimated the increase the fees would generate. Ms. Culbert answered no, but she would get back to him.

Dr. Bazuro made a motion to approve the proposed Fee Schedule as presented. Seconded by Maureen Singer. Hearing no objection, motion approved.

## **VI     Executive Session**

Ms. Culbert noted for the Board members that the agenda did not state any item or business in the Executive Session line. There are no items scheduled for Executive Session, and she should have insert "None" there. She stated it is necessary to list the business or issue under the Executive Session line if there is one.

## **VII    Any Other Business That May Properly Come Before the Board of Health**

Board members wanted to take a moment to reflect on the recent passing of the BOH Medical Advisor, Dr. Thomas Draper. Dr. Draper was acknowledged for his vast knowledge, and his dedication to public health.

## **VIII    Adjourned**

Having no further business, meeting adjourned at 6:32 P.M.

Submitted by,  
Maureen Schaedler  
Administrative Assistant

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Newtown Health District  
*serving the towns of  
Bridgewater, Newtown  
and Roxbury*

## NEWTOWN DISTRICT DEPARTMENT OF HEALTH

### Board of Health Meeting Dates for 2023

- March 22, 2023
- June 19, 2023
- September 20, 2023
- December 11, 2023

Additional/Special Meetings will be scheduled as needed

**In Kind Services from:**

**In Kind Services from:**

**In Kind Services from:**

## District Member

District Member

# Newtown District Department of Health

## PROPOSED Fee Schedule

Current

Proposed 2023

### APPROVAL/SIGN-OFFs for

#### BUILDING PERMIT APPLICATIONS

New Residential/Single family unit (i.e. for each dwelling unit house, in-law apt, studio, multi-family unit)	\$100.00	\$	100.00
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Additions, habitable space	\$50.00	\$	50.00
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Addition/Structure requiring foundation	\$25.00	\$	25.00
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Or slab (not habitable)

<b>Change in Use - NEW</b>		\$	<b>50.00</b>
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Interior Renovation	\$ 10.00	\$	10.00
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Finished Basement

With potential BR	\$50.00	\$	50.00
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Without potential BR	\$25.00	\$	25.00
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Accessory Structure

On ground, stone or sono-tube	\$15.00	\$	<b>25.00</b>
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(shed, deck, gazebo, etc.)

Swimming pool

Above ground	\$25.00	\$	25.00
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In-ground	\$50.00	\$	50.00
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Commercial Building	\$50.00	\$	50.00
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Per 1,000 S.F. comm.. space

Properties on public sewer	\$10.00	\$	10.00
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#### WELL PERMIT

Hydrofract/Deepening	\$50.00	\$	50.00
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New	\$100.00	\$	<b>150.00</b>
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<b>HEALTH PANEL REVIEW - one category</b>		\$	50.00
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Accessory use only	\$25.00	\$	<del>50.00</del>
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Habitable space	\$50.00	\$	<del>50.00</del>
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#### COPIES

Photocopy	\$0.50 per page
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GIS map	\$5.00 per map
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<b>Tick testing submission - NEW</b>		\$	<b>5.00</b>
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<b>Daycare Inspection - NEW</b>		\$	<b>50.00</b>
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**\*\*Salons & Public Pools Fees will be proposed upon Regs/Code adoption\*\***

#### LOT LINE REVISION/FIRST CUT

<u>No septic system</u>	\$25.00	\$	<b>50.00</b>
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<u>With Septic system</u>	\$50.00	\$	<b>100.00</b>
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<b><u>SOIL TESTING</u></b>			
Subdivision (per lot)	\$200.00	\$	200.00
Single New Lot	\$100.00	\$	150.00
Any Return to New Lot (except as NDDH permit condition of approval)	\$100.00	\$	100.00
Septic Repair	\$50.00	\$	100.00
Code Complying Area	\$50.00	\$	75.00
<b><u>PRELIMINARY PLAN REVIEW</u></b>			
For subdivision, per lot	\$50.00	\$	50.00
per 1,000 S.F. commercial space	\$50.00	\$	50.00
<b><u>SEPTIC PLAN REVIEWS – Approved Plans are NOT Permits-to-Construct</u></b>			
New Septic Plan Review	\$250.00	\$	250.00
New Septic Plan Review REVISION (revision of previously approved plan)	\$50.00	\$	50.00
Septic REPAIR Plan Review note: licensed installer's approved plan is not transferable to another installer	\$50.00	\$	150.00
Septic Tank ONLY Plan Review - NEW		\$	50.00
<b><u>PERMIT to CONSTRUCT SEPTIC SYSTEM</u></b>			
NEW SEPTIC SYSTEM issued to licensed septic installer	\$150.00	\$	150.00
REPAIR SEPTIC SYSTEM issued to l.s.i. or owner/installer	\$50.00	\$	50.00
<b><u>FOOD SERVICE</u></b>			
<b>Food Service Establishment License/License Renewal</b>			
- Class I	\$50.00		\$100.00
- Class II	\$100.00		\$150.00
- Class III	\$200.00		\$250.00
- Class IV	\$250.00		\$300.00
License Renewal Late Fee	\$50.00		
Temporary Food Event	\$25.00	\$	50.00
Temp Event Non-profit - NEW		\$	10.00
Temp Food Event Late Fee - NEW		\$	25.00
ITINERANT FOOD VENDOR/FOOD TRUCK	\$150.00	\$	250.00
<del>Food Service Plan Review – eliminate category</del>			
Remodel	\$50.00	\$	50.00
Remodel with Expansion	\$100.00	\$	100.00
<b>Food Service Establishment Plan Review</b>			
- Class I	\$50.00	\$	100.00
- Class II	\$100.00	\$	200.00
- Class III	\$150.00	\$	250.00
- Class IV	\$200.00	\$	250.00