



BOARD OF HEALTH  
October 4, 2022

The meeting was in Room 5 of the Town hall and was called to order at 5:40 p.m. Present were Chairman Elizabeth Sabounjian, Dr. Daniel King and Director of Public Health, Shelly Newhouse. Our next regularly scheduled meeting will be on October 18, 2022.

The Board reviewed and approved the minutes of September 20, 2022.

**New Business**

**Variance request to Section 5 of regulations-260E Fordham Road, Monogram Foods**

The Director explained to the Board that Wilmington Health Regulations 5.33 require a grease trap in food establishments where food preparation exists. Monogram is proposing a food establishment facility that discharges to an onsite sewage disposal system. Therefore, an exterior grease trap is needed before the existing septic tank. Monogram foods is asking the Board for a variance from said Section 5.33.

Michael Newhouse, Esq., attorney for Monogram Foods was present along with Richard Foster, VP and General Manager of Monogram Foods.

Monogram is a national food processing company with two existing facilities located at 301 and 330 Ballardvale Street in Wilmington. The 301 Ballardvale Street facility is a USDA Bakery, and the 330 Ballardvale facility contains both frying and sandwich assembly capabilities. The proposed use for the Fordham Road Facility is much less intense with regard to kitchen activities, as the Fordham Road Facility will function as an R&D/Sales facility with a very limited demonstration kitchen. Accordingly, on a daily basis, the kitchen will be used strictly for the packaging of samples, assembly of frozen materials, and the photography of certain projects and products, all of which uses specifically exclude the Premises as a Food Establishment. On a weekly basis, the kitchen will be used for medium duty activities, such as product testing and sensory validation. Monogram anticipates using only forty to fifty gallons of water per day. The extremely limited use, along with the very small quantity of oil and grease would be discharged to the septic system. There is an indoor grease trap that will capture all grease output.

Dr. King had a question if all the properties in that are serviced by onsite sewage disposal systems. The Director explained that there is no sewer available in that part of Town and other properties in that area that have food establishments do have an exterior grease trap. 260E Fordham Road has 4 other tenants, none are food establishments. Monogram will occupy 3000 sq ft of space at that location.

Ms. Sabounjian asked the Director about other food establishments in Wilmington and any other similar situations. The Director stated that exterior grease traps are required for new food establishments. For those existing establishments that do not have exterior grease traps, they will be required to install one when they undergo renovations or upgrade the onsite sewage disposal system or connection to the municipal sewer system.

Mr. Foster asked the Board if there was some sort of agreement that Monogram, and Cummings Properties can enter into to satisfy the Board. The Director brought up a pumping schedule for the interior grease traps. The interior grease trap will be pumped four times a year and the Director will

monitor the output of the grease. If it is deemed that the amount of grease is excessive the Department would require the installation of an exterior grease trap. This would be done for a 1-year period. Ms. Sabounjian also asked that the Director conduct a site visit when the kitchen is up and running. All parties were confident with this approach and agreement.

Dr. King motioned to approve a 1-year variance under the condition that Monogram Foods maintains and pumps the interior grease trap 4X a year and that those pumping reports are submitted to the Health Director for review. Pending an internal review, the Board will revisit the variance request for a more permanent solution in 1 year at a meeting in October 2023. Ms. Sabounjian, seconded, voted 2-0.

### **Public Health Nurse**

The Director is pleased to announce that she has hired a new public health nurse. Jennifer Pereira will be starting on October 12<sup>th</sup>. She will be invited into an upcoming Board meeting.

### **Clinics**

The Health Department has been starting to offer flu clinics. Covid booster clinics will also be scheduled in the coming months.

Dr. King motioned to adjourn the meeting at 6:20 p.m., Dr. King seconded, voted 2-0.



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**Recording:**  
**Shelly Newhouse, Director of Public Health**