Town of Otis

Select Board/ Board of Health

Meeting Minutes

Conference Room, 1 North Main Road, Otis, MA

Tuesday, July 28, 2026, at 6:30 PM

This meeting will be held in person at the location provided on this notice. Members of the public are welcome to attend. A remote option is offered via zoom with the link provided below.

Please note that while an option for remote participation is being provided as a courtesy, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Anyone with interest in any specific item should plan in person attendance. This meeting is being recorded.

Topic: Select Board
Time: Jul 28, 2026 06:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/88157230684?pwd=jLAxmXT3zAH7hYDpv3liz1cllh6MV2.1

Meeting ID: 881 5723 0684
Passcode: 389288

Attendance: Terry Gould, Larry Southard, Gary Thomas, Brandi Page, Jim Wilusz, Justin Hyland, Heather Gray, Dave Sarnacki, Mike Kulig, Tom Soules, Joel Meyers, Diane Provenz, David and Gretchen Novotney and Loretta Mach. Zoom: owner1230, 18606795000 (Bill Martin), Ducky, 389288, 57789, SM, 18603714909, Michael Miller, Joe Jenks and Candy Chaffee.

Call to Order: 6:30 PM.

Approval of Minutes: The minutes of July 14th were approved as amended.

52 Hayre Island: Terry asked Jim Wilusz to give a summary of the events to date. Jim stated back in 2015 a failed septic system was identified. A traditional design was drafted and was rejected by DCR. In 2020 the owner had an approved design for a tight tank. In Jan 2021 the property sold to Bill Martin. We later discovered there was no compliance with Title V at the time of the sale by either party. In 2025 we issued an order demanding compliance by May 1st of 2026. That date has come and gone with no evidence of the owner working toward compliance. This situation is both a health and environmental hazard. The current tank has been documented as failed/ leaking. Berkshire Engineering has been in communication in the last two months and has been seeking approval from DCR for the approved tight tank design on behalf of the owner. New information came in from neighbors that the property was being actively used as a short term rental. This was verified by the VRBO listing and a website www.otisisland.com listing. The short term rental status has not been through the proper registration with the Town. The property is in **noncompliance** with Title V, the State Sanitary code 105 CMR 410 and the Town's Short Term Rental bylaw. Bill Martin, the owner, spoke from zoom and stated that he lives there full time. Brandi asked if he is registered to vote here. He stated no that he is registered to vote in FL. Jim stated that if he indeed occupies the property in between the STR stays the septic is seeing constant activity and that is more of an issue. Terry was in support of a Cease and Desist. Jim recommended the motion be that the property not be occupied until it meets compliance. Larry Southard stated this property has been an issue and with our reservoir being the largest recreational body of water in Massachusetts it is important that we protect it. Loretta Mach asked to speak. She represents the neighbors Mr. & Mrs. Novotney. She stressed to history of disregard by the current owner for the regulations and the concern for anyone using the lake with this type of situation allowed to continue. Terry made a motion to order an immediate cease and desist of **any** occupancy at 52 Hayre Island until such time as there is compliance with the state sanitary code and a passing Title V and of occupancy as a short-term rental until such time as there is; compliance with the state sanitary code, a passing Title V and full compliance with the Town's STR bylaws and registration process. Larry seconded and the motion passed unanimously, vote 3-0. The Board was clear there will be no issuance of a STR registration certificate until the real estate and personal property taxes are current. Jeremia will be requested to draft the official notice. Terry asked Bill Martin if he was clear that this goes into effect immediately. He stated he understood and that his current renters are leaving Thursday morning. Terry stated they need to be out in the morning. Bill understood and agreed. He asked what he should do next then stated he would call his engineer in the morning and go from there.

81 N Gate Island: Mike Kulig was present with plans for this property along with the owner. This property has a tight tank and is requesting to install a traditional IA pretreated system. It is 65' from the neighbors well. Abutter notifications have gone out. Jim Wilusz stated he has never seen an IA system compromise a well. The usual requirement is the baseline and year follow up testing of the well just to be safe. The Board did not have any concerns. Larry made a motion to approve. Terry seconded and the motion passed unanimously, vote 3-0.

Food Safety for Events: Jim had asked for this to be on the agenda. There often seems to be confusion with what types of food at events actually require permitting. We have a lot of events in Town and want to keep things safe for everyone. He said he is happy to put together some guidelines that the Board can review and consider adopting. This will give people the tools they need to navigate an event. The Board agreed and will put this on a future agenda. There was some discussion of the upcoming 250th celebration.

State Primary Warrant: The Board signed the Warrant for the September 8th Primary election.

Early Voting Hours: Brandi read the hours for the record. The Board approved Lyn's set hours for early voting for the September Primary.

Appointments: Gail Gelburd was requesting to be appointed as an alternate to the Historic Commission. Larry made a motion to appoint her, Gary seconded and motion passed. Brandi and the Board discussed the current Highway openings and ideas for recruitment incentives in the future. The Board will see what interest we get in the next couple weeks and may have to talk about contracting out for snow and ice operations. Last was discussion of the Conservation Commission stipends. Dave Sarnacki clarified that about 10 years ago they made the decision to go to a points system to encourage participation. It has worked well and they now have a very active Board. The recent issue was the points didn't get submitted by the FY year cut off and so the members missed 6 months of points. Dave stated they write their site visit attendance on the property folders. Brandi felt it wasn't reasonable to expect the Clerk to track the points that each member is responsible for keeping track and submitting timely. Brandi brought up the issue of mileage. There is one member who submits mileage for all site visits and activity under the commission. This existed before she started. Since the Clerk change over Dave has had to sign off. Brandi feels it would be better for everyone to instead have set stipends for the members which are paid out twice a year with all the other Boards and Committees. This would do away with the points and mileage and be more efficient. The Select Board agreed and set the compensation to a determined stipend. Based on the budget of 8,000 each member will receive 1,500 for the year and 500 for an alternate. Brandi will draft a letter explaining that Candy can push out to the members. There was also discussion about Candy recently setting hours specifically for Conservation business so as not to intrude on her time in the Assessor's office. Brandi will update the website.

Recent and Upcoming Events: The 250th celebration will be August 8th sponsored by AmVets. Flyer is circulating.

Review & Approval of Warrants: Payroll and vendor warrants are on the table for signature.

Not Anticipated by the Board: Gary Mentioned that Historic wishes to be on the agenda to discuss their budget and further clarify expenditures for the Cultural Center. Terry stated we can consider this for a future agenda. Diane took the opportunity to begin discussing. Brandi felt we should stick to the agenda. Terry agreed in case there was someone who had an interest in the topic. Diane passed out some packets and continued to discuss. Terry made a motion to adjourn and Larry seconded, motion passed.

Adjourn: At 7:52 PM.