



**Acton-Boxborough Regional School District**  
**Superintendent's Office**  
 16 Charter Road  
 Acton, MA 01720  
 978-264-4700 www.abschools.org

**Glenn A. Brand, Ed.D.**  
*Superintendent of Schools*

To: Steve Ledoux, Acton Town Manager  
 Doug Halley, Acton Board of Health Director  
 cc: Acton Board of Selectmen  
 From: Glenn Brand, Superintendent of Schools  
 Date: June 18, 2015  
 RE: Requesting a waiver of Board of Health Fees for the Acton-Boxborough Regional Schools

Pursuant to the Town of Acton's Uniform Fee Policy, as amended in 2012, this letter is to respectfully request that the Board of Selectmen reconsider the fees charged by the Board of Health for our annual permits to operate our school cafeterias.

Last year the Food Services Department paid \$390.00 for the High School and \$390.00 for the Junior High (Region) Board of Health inspections as well as a dumpster fee of \$25.00/building. The fees were waived for Acton Public Schools (Conant, Douglas, Gates, and the Parker Damon Building). Now that we are regionalized, the Board of Health has invoiced the District \$390.00 per school plus \$25.00 per dumpster for 7 schools. Please note that McCarthy-Towne and Merriam share one kitchen so we only have 6 billable sites. The Blanchard School is inspected by Nashoba Valley Board of Health and has never been charged a fee.

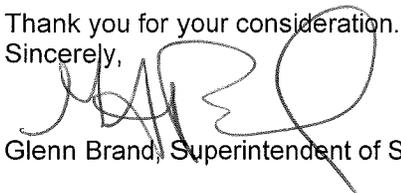
Not only does this represent a change that was unanticipated, but it is also one that, I am told, would be rather unique in comparison to other regional districts where such fees are apparently waived. Our Food Service Director contacted the following regional school districts and confirmed that they are not charged permit fees by their Boards of Health: Ayer-Shirley, Concord-Carlisle, Nashoba Regional, Nashoba Valley Technical High School and Lincoln Public Schools.

It is my understanding that this annual permit involves an application for each site completed by our Food Service Director, followed by an inspection of each site twice a year. I am informed that the typical site visit is approximately 10 minutes in duration. The money for this proposed change does not come from the operating budget of the district, but the revolving fund of the Food Services Department. Last year we paid \$830.00. This year it would be \$2,905.00 which represents a significant increase for our overall budgeting for this program. Our Regional School District operates 7 kitchens at the High School, Junior High, Blanchard, Conant, Douglas, Gates and Parker Damon Building. This would mean we have 6 sites that are billable assuming we count the Parker Damon Building as one kitchen.

I would like to request a waiver for the Board of Health Permit Fees for this year and future years to come.

Thank you for your consideration.

Sincerely,

  
 Glenn Brand, Superintendent of Schools

CC: Clare Jeannotte, ABRSD Director of Finance,  
 Kirsten Nelson, ABRSD Director of Food Services

*Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.*



## **INTERDEPARTMENTAL COMMUNICATION**

Acton Board of Health - Telephone 978-929-6632 - Fax 978-929-6340

June 19, 2015

TO: Steve Ledoux, Town Manager

FROM: Doug Halley, Health Director

SUBJECT: Food Service Inspection Fee Waiver Request A/B Regional Schools

The Health Department has reviewed the Food Service Inspection Fee waiver request submitted by the A/B Regional schools and would have the following comments:

1. The Uniform Fee policy was originally adopted in 1992 and since that date the Regional School System has been charged with all fees in accordance with the policy.
2. Each year the Region has paid the required fee for the Regional High School and Junior High School and has not requested a waiver of any fees.
3. There has been no increase in fees. As required under the Uniform Fee policy the fees for the local schools were waived up until this year (FY15). With the transition of the local schools to regional the fees were not waived, again, as required by the uniform fee policy.
4. Each school has a separate cafeteria and kitchen which must be inspected twice annually, as required by the Massachusetts Food Service code. We estimate that each inspection takes between 30 to 60 minutes. Additional inspections are sometimes required.
5. The Board of Health contracts and pays a contracted inspector to do the inspections. In addition, there is administration, pre-inspection preparation and post-inspection documentation which contribute to the cost of inspection
6. The Food Inspection services have been costed in accordance with Massachusetts Department of Revenue guidelines and have been approved by the Board of Selectmen. A copy of the costing document can be provided to the A/B Regional Schools if requested.
7. The Uniform Fee Policy advises the Board of Selectmen base the waiver of fees in relationship to the services and fees that are charged to the Town by the District or Authority. What is the Region's policy regarding fees charged to the Town?

**From:** [Steve Ledoux](#)  
**To:** [Lisa Tomy](#)  
**Subject:** FW: Checking-In On A Concern  
**Date:** Wednesday, July 01, 2015 8:46:56 AM  
**Attachments:** [Uniform Fee Policy0001.pdf](#)  
[jimage003.png](#)

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Steven L Ledoux  
Town Manager  
472 Main Street  
Acton, MA 01720  
Telephone (978) 929-6611

When writing or corresponding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

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**From:** Doug Halley  
**Sent:** Friday, May 29, 2015 2:45 PM  
**To:** Steve Ledoux  
**Subject:** RE: Checking-In On A Concern

Steve,

Attached please find a copy of the Uniform Fee Policy as amended by the Board of Selectmen in 2012. The relevant section pertaining to the question below is as follows:

**The Board of Selectmen, if requested by the Town Manager, shall determine which, if any, fees should be applied to the Regional Districts and Authorities. Any determination shall be made in relationship to the services provided to the Districts and Authorities, the services the Districts and Authorities provide to the Town and the current fees being paid by each entity. Otherwise all fees shall be applicable to the Districts & Authorities.**

The Uniform Fee policy was originally adopted in 1992 and since that date the Regional School System has been charged with all fees in accordance with the policy. As far as I know the Region has not requested a waiver of any fees in the past. In regards to the request below I would note the following:

1. There has been no increase in fees. As required under the Uniform Fee policy the fees for the local schools were waived up until this year. With the transition of the local schools to regional the fees were not waived, again, as required by the uniform fee policy.
2. Each school has a separate cafeteria and kitchen which must be inspected twice annually, as required by the Massachusetts Food Service code. Additional inspections are sometimes required.
3. The Board of Health contracts and pays an inspector to do the inspections. In addition, there is administration, pre-inspection preparation and post-inspection documentation which contribute to the cost of inspection
4. The Food Inspection services have been costed in accordance with Massachusetts Department of Revenue guidelines and have been approved by the Board of Selectmen. A copy of the costing document can be provided.
5. As noted in the policy above the Board of Selectmen will base the waiver of fees in relationship to the services and fees that are charged to the Town by the District or Authority. Does the Region waive fees for the Town?

Doug

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**From:** Steve Ledoux  
**Sent:** Friday, May 29, 2015 9:06 AM  
**To:** Doug Halley  
**Subject:** FW: Checking-In On A Concern

Steven L Ledoux  
Town Manager  
472 Main Street  
Acton, MA 01720  
Telephone (978) 929-6611

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**From:** Glenn Brand [<mailto:gbrand@abschools.org>]  
**Sent:** Friday, May 29, 2015 9:04 AM  
**To:** Steve Ledoux  
**Subject:** Checking-In On A Concern

Hi Steve,

Hope that this finds you doing well. I am writing to seek your assistance on an issue.

It is my understanding that the Board of Health has been reaching out to our Food Service's Coordinator in recent weeks in an effort to schedule necessary inspections of our facilities. While this process is of course understood in terms of the need to ensure inspections are up-to-date, what has also come along with this is a fee increase the program was not anticipating and which amounts to a fair amount of money for all schools combined

Last year the Food Services Department paid \$390.00 for the High School and \$390.00 for the Junior High (Region) inspections. The fees were waived for Acton Public Schools (Conant, Douglas, Gates, McTowne and Merriam). Now that we are regionalized the Board of Health wants to charge \$390.00 per school plus \$25.00 per dumpster. (Blanchard is not under the Acton Board of Health and I am exploring that their expectation is). Not only does

this represent a change that was unanticipated but that is also one that, I am told, would be rather unique in comparison to other regional districts where such fees are apparently waived.

The money for this proposed change does not come from the operating budget of the distinct but the revolving fund of the Food Services Program. Last year we paid \$780.00 and this year it would be a total of \$2,905.00 which represents a significant change for our overall budgeting in this program. I am wondering if we can further discuss this?

Thanks, and I would love to get together for lunch again sometime perhaps before the end of June. Perhaps you could send along a couple of possible dates that might work for you.

Thanks,

Glenn

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It is my understanding that this

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Glenn A. Brand, Ed.D.  
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