



**Town of Southborough  
Board of Health  
9 Cordaville Road, Lower Level  
Southborough, MA 01772-1662**

Phone: (508) 481-3013

**Minutes of the Southborough Board of Health**

**Meeting Minutes**

July 15, 2025 – Board of Health – Hybrid Meeting – 8:00 am

**Present:**

Board Members, Chelsea Malinowski, Dr. Safdar Medina, Dr. Liz Zulick; Health Director, Taylor West; Health Agent, Chris Craig; Business Administrator, Barbara Spiri

Also in Attendance: Tobacco Control Manager, Parivallal Thillaigovindan

**Opening:**

The meeting of the Board of Health was called to order at 8:09 am by Ms. Malinowski.

The Public Hearing was opened at 8:10 am by Ms. Malinowski.

**The Southborough Board of Health will hold a hybrid public hearing on Tuesday, July 15, 2025, starting at 8:05 am. The public may attend this meeting in person at the Public Safety Building (Training Room) 32 Cordaville Road, Southborough, MA. It may be watched, or residents may participate in the meeting remotely with the meeting link at: <https://ma-southborough.civicplus.com/674/Virtual-Meetings>. The hearing will be recorded and available on YouTube. The hearing will include a vote on the Bodyworks Regulations. This notice will also be posted at the Southborough Town Hall. Written comments may be mailed prior to the vote to the Health Department, 9 Cordaville Road, Lower Level, Southborough, MA 01772. This legal notice is also posted through [legals@wickedlocal.com](mailto:legals@wickedlocal.com).**

**Discussion:** The draft of the body works regulations were reviewed by the board, town council, and chief of police. The one body works place in Southborough was issued a draft of the regulations via certified mail but have not responded. One change to Article 10– Inspections - section 3 - *Establishments shall be subject to periodic inspections by the Health Department or their authorized agents to verify the compliance with these Bodywork Regulations.* Ms. Malinowski would like the wording changed to *unannounced periodic inspections.*

**Action:** **Ms. Malinowski moved to adopt the Bodyworks regulations under its authority of MGL chapter 111 section 31 as amended. Dr. Medina seconded the motion and voted aye. Dr. Zulick voted aye. Ms. Malinowski voted aye. Vote: 3-0**

**Ms. Malinowski moved to close the public hearing at 8:15 am. Dr. Medina seconded the motion and voted aye. Dr. Zulick voted aye. Ms. Malinowski voted aye. Vote: 3-0**

**Topic: Approval of the 6/11/25 Meeting Minutes**

**Action:** Ms. Malinowski made a motion to accept the minutes as presented from the 6/11/25 meeting. Dr. Medina seconded the motion and voted aye. Dr. Zulick voted aye. Ms. Malinowski voted aye. Vote: 3-0

**Topic:** **Tobacco: Mislabeling of Tobacco Products & Discussion of Tobacco Regulations**

**Discussion:** Parivallal Thillaigovindan, Tobacco Control Manager, presented new tobacco items purchased in Southborough that are flavored but are being sold as “non-flavored” products. The board discussed the language and fines for these products. They also discussed tobacco pouches and whether stores should be allowed to sell them in Southborough.

The board will vote on the regulations at a public hearing in August.

**The meeting stopped for a short recess at 8:45 am and resumed at 8:51 am.**

**Topic:** **Final FY25 Budget vs. Actual**

**Discussion:** There was a 73% increase in the FY25 budget because the shared health agent was hired in December 2024. The FY26 budget has a decrease in the contracted service line item.

**Topic:** **Immunization Revolving Account**

**Discussion:** The increase of the amount of money that can be used this year will be spent on Flu and Covid Vaccinations. RSV vaccinations were considered. Because it is a one-time shot, it does not seem necessary.

**Topic:** **Camp Update**

**Discussion:** Mr. Craig stated there are about 6 camps in Southborough this summer. After the season ends, he plans to reach out to the camps with information he feels they should have. (Ex. the difference between a ‘camp’ and a ‘clinic’.)

**Topic:** **FY26 Goals for Public Health Director**

**Discussion:** The Board stated the following goals for the Public Health Director:

- \*Progression towards becoming a Registered Sanitarian
- \*Certification of a Health Officer
- \*Adoption of Body Works Regulations
- \*Update Body Art Regulations

**Topic:** **Follow-Up for Main Street Water Table**

**Discussion:** The water table issue relates to CFX. Ms. Malinowski received a memo from DPW in regard to this issue.

**Topic:** **Meeting Schedule**

**Tuesday, August 12, 2025 – 9:00 am - BOH Meeting & Public Hearing - Virtual**

**Topic:        Public Comment**

**Discussion:**    Public comments were not brought before the board.

**Ms. Malinowski made a motion to adjourn the meeting at 9:06 am. Dr. Medina seconded the motion and voted aye. Dr. Zulick voted aye. Ms. Malinowski voted aye. Vote: 3-0.**

Respectively submitted by Barbara Spiri, Business Administrator and edited by Chelsea Malinowski.

Documents used at this Meeting:

Draft of Bodyworks Regulations

FY25 Year Ending Budget

Immunization Account Year End Figures

DPW – Mixed Use Comments



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**Southborough Board of Health**  
**Bodywork Regulations**

**ARTICLE 1. Authority**

These regulations are adopted by the Southborough Board of Health, pursuant to its authority under Massachusetts General Laws, Chapter 111, section 31.

**ARTICLE 2. Purpose**

The purpose of these Bodywork Regulations is to protect the health and safety of the community and of the persons practicing Bodywork, Bodyworks or Bodywork Therapies, to maintain a standard of health minded practices, as well as to protect victims of human trafficking, who sometimes are exploited within commercial businesses offering legitimate services such as Bodywork, Bodyworks, and Bodywork Therapy. The purpose of these Bodywork Regulations is also to protect the health, safety, and consumer interests of all town residents, clients and employees of these establishments, including without limitation to protect employees of these establishment from becoming victims of human trafficking, who typically endure adverse psychological and physical impacts due to the conditions in which they are held.

**ARTICLE 3. Definitions**

**The following terms, when used in these Bodywork Regulations, shall have the following meanings:**

**Agent** shall mean a person employed by the Town of Southborough who has received authority from the Board of Health to perform functions subject to these Bodywork Regulations.

**Applicant** shall mean an individual seeking licensure that has: submitted an official application as provided by the Southborough Health Department, two forms of identification, and a CORI/SORI record request form; paid the application fee; and posed for a digital photograph.

**Application** shall mean the application form provided by the Southborough Health Department which has been signed by the Applicant under penalty of perjury that the information contained in the Application is true and correct, said declaration being duly dated, signed, and notarized within the Town, together with all items listed in Article 4 Section 1.A.-H.

**Bodywork, Bodywork Therapy, Bodyworks or Bodyworks Therapy** shall mean the practice of a person who uses touch, words or directed movement to deepen awareness of patterns of movement in the body, or the affectation of the human energy system or acupoints or QI meridians of the human body



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while engaged within the scope of practice of a profession with established standards and ethics; provided, however, that such services shall not be designated or implied to be massage or massage therapy; provided further that **Bodywork, Bodywork Therapy, Bodyworks or Bodywork Therapy** shall also include, but not be limited to, Reflexology; Ayurvedic Therapies, Ayurvedic Medicine, Polarity or Polarity Therapy; Polarity Therapy Bodywork; Asian Bodywork. Asian Bodywork Therapy, Bodymind AcupressureTM; Jin Shin Do; Qi Gong; Tui Na; Shiatsu; Japanese Shiatsu, Jin Shin Do®; Korean Bodywork, Polarity, Macrobiotic Shiatsu, Reiki, Rolph Structural Integration; Shiatsu; Shiatsu Amma Therapy, Traditional Thai Massage or Bodywork, Trager Approach, Tui na, Qi Gong, Zen Shiatsu, or other similar practices as they become known; provided further that **Bodywork, Bodywork Therapy, Bodyworks or Bodywork Therapy** shall not include diagnoses, the prescribing of drugs or medicine, spinal or other joint manipulations or any services or procedures for which a license to practice medicine, acupuncture, chiropractic, occupational therapy, physical therapy or podiatry is required by law.

**Bodywork Establishment License** shall mean a license issued by the Board of Health to open or conduct an Establishment.

**Individual Bodywork Therapist License** shall mean a license issued by the Board of Health to a person desiring to be a bodywork therapist at an Establishment.

**CORI** shall mean a record of criminal offenses committed as an adult or juvenile as compiled by the Criminal History Systems Board.

**Establishment** shall mean any location, or portion thereof, which advertises and/or provides **Bodywork, Bodywork Therapy, Bodyworks or Bodywork Therapy** services on the premises. Any health care facility licensed by the Commonwealth of Massachusetts or the office of any health care professional licensed Commonwealth of Massachusetts is not an establishment for the purposes of these Bodywork Regulations. In addition, an Establishment shall not be located in a private residence, residential condominium, apartment, or other residentially zoned space.

**License** shall mean a Bodywork Establishment License or Individual Bodywork Therapist License.

**Licensee** shall mean the holder of a license to practice any form of Bodywork Therapy or to operate an Establishment in the Town of Southborough. Where applicable, this shall include an individual, corporation, limited liability company partnership and/or other business organization.

**Patron or Client** shall mean a person to whom an Establishment or an Individual Bodywork Therapist provides Bodywork Therapy.

**Sanitization** shall mean effective bactericidal/germicidal treatment by a process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the bacterial/germ count, including bacterial, viral, and fungal pathogens, to a safe level on massage table surfaces, instruments,



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and/or the general facility.

**SORI** shall mean a record of convictions for specified sexual offenses committed as an adult or juvenile, as compiled by the Sex Offender Registry Board.

**Therapist** shall mean a Bodywork practitioner licensed by the Southborough Health Department.

**ARTICLE 4. Bodywork Establishment and Individual Bodywork Therapist Licenses**

**Section 1.** Any person desiring to open or conduct a commercial business practicing Bodywork Therapy shall obtain a Bodywork Establishment License from the Town of Southborough Board of Health. Any person desiring to be a bodywork therapist at a Bodywork Establishment shall obtain an Individual Bodywork Therapist License from the Town of Southborough Board of Health. An Application for a Bodywork Establishment License or an Individual Bodywork Therapist License shall include each of the following items:

- A. Completed application form provided by the Southborough Health Department.
- B. Non-refundable application fee according to the Health Department Fee Schedule.
- C. Supporting documentation that the Applicant is eighteen (18) years of age or older by presenting 2 forms of positive identification. One form must include a photograph, such as a valid state driver's license with photo, a state identification card with photo and/or a valid passport. The second form of identification may be a certified long-form birth certificate, certified baptismal record, certified record of marriage, certified copy of Social Security Card, or other photo ID.
- D. A form authorizing the Town of Southborough or a contracted third party to conduct a Criminal Offender Record Information (CORI) inquiry and a Sex Offender Registry Information (SORI) inquiry, and to report the results of those inquiries to the Southborough Health Department. All responses to the record checks shall be kept confidential. By signing the application or renewal form, the applicant gives authorization to the Town of Southborough or its contracted third party to run a CORI/SORI background check, which will consist of the information pertaining to all convictions, non-convictions, and pending criminal case information. CORI and SORI checks may be conducted in all states in which the applicant has resided within the last ten (10) years.
- E. Disclosure of the following convictions or license revocations and explanation of circumstances surrounding them:
  1. Any conviction for any sexual-related offense including prostitution, sexual misconduct, and rape, and any other felony against persons occurring within the past ten (10) years.
  2. Any conviction of any misdemeanor or felony occurring within the past five (5) years.
  3. Revocation, suspension, or denial of a license to practice massage issued by any state or municipality.



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4. Loss or restriction of any licensure or certification by any municipality or other jurisdiction for any reason.
- F. Written declaration by the applicant, under penalty of perjury, that the foregoing information contained in the application is true and correct, said declaration being duly dated, signed, and notarized in the Town. False statements shall constitute grounds for revocation or denial of an issued or un-issued license.
- G. (Bodywork Establishment License only) Proof of professional liability and workers compensation insurance.
- H. (Bodywork Establishment License only) Name or names of individuals that are currently certified in basic cardiopulmonary resuscitation (CPR) and a copy of their valid certification form. One individual trained in CPR shall be on-site at all times during operating hours.

**Section 2.** The Board of Health, in consultation with the Town of Southborough Police Department, shall determine whether an applicant's previous conduct, criminal or otherwise, shall disqualify that person from obtaining a license. Any conviction or license revocation as outlined in Article 4 Section 1.E.1-4 shall result in an automatic denial of the application.

**Section 3.** The Health Department, prior to the issuance of any license, shall evaluate each individual application by the information provided. The Board of Health may place special conditions on any Bodywork Establishment license or Individual Bodywork Therapist License that it issues.

**Section 4.** A false statement in an Application shall be grounds for denial, suspension or revocation of a Bodywork Establishment license or Individual Bodywork Therapist License.

**Section 5.** The holder of the Bodywork Establishment License shall be responsible for the physical facility, instruments, advertising, postings, and employees' compliance with these Bodywork Regulations.

**Section 6.** The holder of a Bodywork Establishment License shall also obtain an Individual Bodywork Therapist License if the individual holder will conduct Bodywork.

**Section 7.** An Applicant for an Individual Bodywork Therapist License shall allow one front faced digital photograph to be taken by the Southborough Health Department at the time of license Application submittal. This photograph will be attached to the license, if granted.

**Section 8.** An Applicant for an Individual Bodywork Therapist License shall obtain a physician's letter dated no earlier than six months prior to the submittal of the initial Application stating that the Applicant has had a physical examination and to the best of the physician's knowledge is in good general health, is up-to-date with adult immunizations, and free from communicable diseases and/or conditions that may



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be transmitted due to close physical contact and detrimental to the public's health.

**Section 9.** An Applicant for an Individual Bodywork Therapist License must identify the name(s) of the licensed Establishment(s) where he or she will practice Bodywork Therapy. In addition, a license holder shall notify the Southborough Health Department if the individual changes employment venue within the Town.

**Section 10.** It is a violation of these Bodywork Regulations for any person who is not licensed in this manner described herein to operate a Bodywork Establishment or practice as an Individual Bodywork Therapist.

#### **ARTICLE 5. License Renewal**

**Section 1.** A Bodywork Establishment License or Individual Bodywork Therapist License shall expire on December 31st annually.

**Section 2.** The Applicant shall provide his/her completed renewal Application to the Southborough Health Department with all required documentation and shall appear in person to be digitally photographed.

**Section 3.** The fee for each renewal License shall be in accordance with the most recent Health Department fee schedule.

#### **ARTICLE 6. Conditions of Bodywork License**

**Section 1.** No Therapist shall perform services if either the Therapist or a patron has a communicable disease or exhibits any skin fungus, skin infection, skin inflammation, or skin eruption.

**Section 2.** No Therapist shall use the Therapist-Client relationship to solicit for or engage in sexual activity with any Client, whether consensual or otherwise, whether within or outside the Establishment, or to make arrangements to engage in sexual activity with any Client.

**Section 3.** Every Therapist must wash his/her hands with soap and water immediately before and after administering services to any Client. However, when access to running water is impractical the Therapists shall sanitize their hands using alcohol of no less than 62% solution or by using any other antiseptic having equal or better antiseptic properties.

**Section 4.** Every Therapist must maintain a sufficient level of personal cleanliness and be clothed in clean and appropriate attire which at no time will expose any portion of the areola of the female breast, pubic hair, cleft of the buttocks, or genitals.

**Section 5.** Each Client must be clothed in appropriate attire or draped with clean towels. At no time shall



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any portion of the Client's areola of the female breast, pubic hair, cleft of the buttocks, or genitals be exposed.

**Section 6.** A Therapist may not perform any service they are not specifically licensed to perform such as, for example, diagnose disease, perform joint/spinal manipulation, perform acupuncture, or other service. In addition, a Therapists shall not operate equipment they are not trained or licensed to use, such as x-ray, fluoroscope, diathermy, or other similar equipment.

**Section 7.** A Therapist may not use, or allow a Patron to use, alcoholic beverages, illegal drugs, or controlled drugs on the licensed premises.

**Section 8.** A Bodywork Establishment License or Individual Bodywork Therapist License is non-transferable. Any change in the business location of the licensee must be reported within fourteen (14) days of the change.

**Section 9.** The Health Department shall attach the Therapist's photograph and the addresses where the Therapist conducts business on the license.

**Section 10.** Each Therapist must prominently display his/her license in the waiting room of the Establishment where employed. A Therapist who performs Bodywork at more than one location shall post the license at all locations.

**Section 11.** The use of an alias by a Therapist is prohibited.

**Section 12.** A Therapist may not administer a massage unless properly licensed by the Massachusetts Board of Registration of Massage Therapy.

**Section 13.** A Therapist may not administer treatment to a person less than 18 years of age.

**Section 14.** Each Therapist shall have a valid form of identification on them at all times within the Establishment.

**Section 15.** All licensees shall notify the Department of a change of name and/or home address within fourteen (14) days.

**Section 16.** A Licensee shall notify the Health Department of any criminal complaint brought against him/her within seven (7) days of the issuance of the criminal complaint. Failure to do so may result in revocation of licensure.

## **ARTICLE 7. Facility and Equipment**

**Section 1.** The holder of a Bodywork Establishment License shall provide that all public areas, rooms



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used for therapy, and employee areas are clean and sanitary. The Establishment must be well lighted, adequately ventilated, properly heated, and free from defects that would create a public health or employee safety hazard in accordance with all local, state, and federal regulations.

**Section 2.** Every room used for the treatment of Patrons in an Establishment shall be equipped with a door and have at least 70 square feet of floor space. A treatment room door shall not be capable of being locked.

**Section 3.** No room or section of an Establishment shall be used as a bedroom or for sleeping purposes or as a domicile.

**Section 4.** Every waiting room area must be lit with a combination of natural and artificial lights. Blackout curtains, other light prohibitive shades, or window sprays are prohibited.

**Section 5.** Standard or portable massage tables shall be covered with a durable, washable material capable of being cleaned and sanitized which is cleaned and sanitized after each Patron use.

**Section 6.** Any room used by a Therapist shall have ready access to an adequate supply of hot and cold water and sanitizing chemicals/equipment. All furniture and equipment in each room shall be kept clean and sanitary at all times.

**Section 7.** Non-disposable instruments shall be sanitized after use on a Client.

**Section 8.** The Establishment shall have adequate equipment for disinfecting and sanitizing non-disposable instruments and materials used in administering Bodywork. No owner, operator, manager, responsible managing employee, or licensee in charge of or in control of an Establishment may employ or permit a person to act as a therapist who is not in possession of a valid License issued under these Bodywork Regulations.

**Section 9.** No un-sanitized part of an instrument (for example, Hot Stones) shall be applied directly to the skin of a Patron.

**Section 10.** A robe, towel, cloth, or other linen which comes into direct contact with the body of a Patron shall, after use and before re-use, be laundered in such a manner as to ensure effective sanitization.

**Section 11.** No common use of a robe, towel, cloth, sheet, or other linen is permitted. All used robes, towels, cloths, or other linens shall be kept in covered containers, closed cabinets, or closed bags and shall be held separately from clean robe, towel, cloth or linen storage areas. Such separate storage area shall be plainly marked as "CLEAN" OR "SOILED".

**Section 12.** All oils, creams, lotions, talc, or other preparations used in administering Bodywork shall be



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kept in factory labeled containers in a clean and closed condition. All such containers shall be stored in appropriate cabinets or shelving.

**Section 13.** All non-disposable instruments and devices designed or used for direct application to the skin of a Patron shall be kept in a clean location.

**Section 14.** If latex-containing products are to be used, a sign shall be conspicuously posted stating all Clients shall be advised that latex containing products are in use.

**Section 15.** Bodywork Therapy shall be conducted only between the hours of 9:00am and 9:00pm.

**Section 16.** A Patron shall be granted access to inspect all oils, creams, lotions, talc, or other preparation or treatment substances before use on the Patron.

**Section 17.** Each Establishment shall have a conspicuously placed sign in the lobby which reads "Report any inappropriate actions, sexual or otherwise, to the Southborough Police Department at (508) 485-2121".

**Section 18.** No item of sexual nature may be stored within the Establishment.

**Section 19.** Smoking is prohibited within an Establishment or on the grounds thereof.

**Section 20.** At least one individual trained in basic CPR must be on-site at the Establishment at all times during operating hours.

**Section 21.** A Department of State – "Know Your Rights" pamphlet or other educational material as deemed necessary by the Health Department shall be displayed prominently in employee areas in all languages spoken by on-site personnel.

**Section 22.** No Establishment shall contain or install a shower or other home good that would allow the employees of the Establishment the ability to live at the facility.

## **ARTICLE 8. Advertising**

Bodywork therapists and owners of such Establishments shall be mindful of professional ethics when placing advertisements. Advertising in periodicals, newspapers, or on-line in a sexual or provocative manner (for example, pictures or language) to promote business may be construed as a violation of the proper standards of Bodywork and will result in the revocation of the License.

## **ARTICLE 9. Department of State "Know Your Rights" Pamphlet**

**Section 1.** Each Establishment shall conspicuously post a Department of State – Know Your Rights



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Pamphlet in a commonly visited employee information posting area. The pamphlet must be available in all employees' primary language(s).

**Section 2.** This Pamphlet is available free of charge at the following web address:  
<http://travel.state.gov/content/visas/english/general/rights-protections-temporary-workers.html>

### **ARTICLE 10. Inspections**

**Section 1.** The purpose of inspections is to verify the compliance with these Bodywork Regulations.

**Section 2.** Denial of access to any part of an Establishment by the licensee, a bodywork therapist, or an employee shall result in immediate revocation of the License.

**Section 3.** Establishments shall be subject to periodic inspections by the Health Department or their authorized agents to verify the compliance with these Bodywork Regulations.

### **ARTICLE 11. Prohibitions**

**Section 1.** No Therapist licensed by Health Department to perform Bodywork shall use the Therapist-Client relationship to solicit for or engage in sexual activity with any Client, whether consensual or otherwise, whether within or outside the massage establishment, or to make arrangements to engage in sexual activity with any Client. All sexual contact and/or sexual relationships are prohibited.

**Section 2.** At no time shall a Therapist conduct any business at his or her residence, or list as a business, his/her home address. Additionally, at no time may Clients be served at the Therapist's residence.

**Section 3.** No Therapist shall operate a Bodywork business as a door-to-door enterprise.

**Section 4.** At no time shall a Therapist run a Bodywork business from a residence, residential condominium, hotel, motel, mobile home, or other residential setting.

### **ARTICLE 12. Criminal Acts**

The following criminal acts are prohibited at all Establishments:

**Section 1.** At no time shall an individual offer or agree to engage in sexual conduct with another person for a fee per Massachusetts General Laws (M.G.L.) Chapter 272, section 53A.

**Section 2.** At no time shall a customer of an establishment request to receive or agree to engage in sexual conduct with another regardless of age per M.G.L. Chapter 272, section 53A.



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**Section 3.** At no time shall an individual derive support or income from a prostitute's earnings per M.G.L. 272, section 7.

**Section 4.** At no time shall an individual induce a minor to become a prostitute or knowingly assist in inducing a person under the age of 18 to become a prostitute per M.G.L. Chapter 272, section 4A.

**Section 5.** At no time shall an individual knowingly permit prostitution on the premises per M.G.L. Chapter 272, section 6.

**Section 6.** At no time shall an individual intentionally expose their genitals or breasts to one or more persons per M.G.L. Chapter 272, section 53.

**Section 7.** At no time shall an individual annoy or accost in a sexual way per M.G.L. Chapter 272, section 53.

**Section 8.** At no time shall an individual engage in natural or unnatural sexual intercourse with a victim by compelling the victim to submit by force and against her or his will or by threat of bodily injury per M.G.L. Chapter 265, section 22(a) or 22(b).

**Section 9.** At no time shall an individual commit an "indecent" assault & battery which the victim did not consent to regardless of age per M.G.L. Chapter 265, section 13(b) or 13(h).

**Section 10.** At no time shall an individual secretly video or photograph naked or partially naked people; At no time shall an individual disseminate secretly obtained videos or photographs of nude or partially nude individuals; Per M.G.L. Chapter 272 section 105.

**Section 11.** At no time shall an individual provide or obtain another individual or subject, recruit, entice, harbor, or transport an individual by any means in order to force them into servitude per M.G.L. Chapter 265, section 51.

**Section 12.** At no time shall an individual provide or obtain another individual or subject, recruit, entice, harbor, or transport an individual by any means in order to force them into sexual servitude per M.G.L. Chapter 265, section 51.

## **ARTICLE 13. General Enforcement**

**Section 1.** These Bodywork Regulations may be enforced by the Board of Health and its agents, Health Department, Building Department, Fire Department, and Police Department, except that only the Board of Health may grant, deny, revoke, suspend or modify a License granted pursuant to these Bodywork Regulations.



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**Section 2.** The grounds on which the Board of Health may deny renewal, revoke, suspended, or modify a License include, but are not limited to:

- A. Refusal to permit an agent of the Board of Health or other government official to inspect the Establishment.
- B. Interference with an agent of the Board of Health or other government official in the performance of their duty.
- C. A criminal conviction of the License holder relating to the operation of the Establishment.
- D. Failure of the License holder to submit the appropriate documentation.
- E. Failure to pay the required License fees or assessed fines or penalties.
- F. The Establishment's owner, operator, or employee's failure to comply with these regulations.
- G. Committing a Prohibited or Criminal Act per Section 11 and/or Section 12 of these Bodywork Regulations.
- H. Keeping or submitting any misleading or false record or document related to the operation of the Establishment or practicing Bodywork.

**Section 3.** Otherwise operating an Establishment so as to cause a threat to the public health or safety shall cause suspension, modification, or revocation of License.

**Section 4.** Enforcement action may include ordering other appropriate relief, including but not limited to ordering corrections to the physical facility.

**Section 5.** These Bodywork Regulations may be enforced through appropriate criminal or civil process, including but not limited to that specified at M.G.L. c. 40, section 21D, in any court of competent jurisdiction.

**Section 6.** All criminal acts or violations of M.G.L. at an Establishment will be reported to the Southborough Police Department.

### **ARTICLE 14. Fines for Violations of Orders and Suspensions**

Any person or entity violating these Bodywork Regulations, or any Board of Health or Health Department suspension or order issued pursuant to these Bodywork Regulations, shall be subject to a fine for each violation of three hundred dollars (\$300) for each day that such violation continues. As an alternative to criminal prosecution, these Bodywork Regulations may be enforced pursuant to M.G.L.



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Chapter 40, section 21D by a Town Police Officer or a representative of the Board of Health or Health Department, in which case the penalty for each violation shall be one thousand dollars (\$1000).

**ARTICLE 15. Exemptions**

Any physician, chiropractor, osteopath, nurse, physical therapist, massage therapists or acupuncturist operating within the scope of his/her Commonwealth of Massachusetts license or registration and not representing him/herself as a Bodywork Therapist shall be exempt from these Bodywork Regulations.

Hospitals, long-term care facilities, and home health agencies licensed or certified under the laws of the Commonwealth of Massachusetts also shall be exempt from these Bodywork Regulations.

**ARTICLE 16. Severability**

If any chapter, section, paragraph, sentence, clause, phrase, or word of these Bodywork Regulations shall be declared invalid for any reason whatsoever, that decision shall not affect any other portion of these Bodywork Regulations, which shall remain in full force and effect; and to this end the provisions of these Bodywork Regulations are hereby declared severable.

**ARTICLE 17**

Existing Bodywork Establishments and individuals who conduct Bodywork shall submit applications for licensure to the Southborough Health Department within thirty (30) days of passage of these Bodywork Regulations.

**ARTICLE 18**

These Bodywork Regulations shall take effect as of August 1, 2025.

By SOUTHBOROUGH BOARD OF HEALTH

Chelsea Malinoski

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Safdar Medina

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Elizabeth Zulick

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**FY25 BOARD OF HEALTH BUDGET  
ACCOUNT SUMMARY**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>TOTAL BUDGET</b>	<b>EXPENDED TO DATE</b>	<b>BUDGET BALANCE</b>
51100	SALARIES-FULL TIME (BS)	35,968.00	34,595.58	1,372.42
51119	SALARIES-FULL TIME (TW)	102,145.00	92,011.40	10,133.60
51117	SALARIES-FULL TIME (CC)		35,038.50	(35,038.50)
51450	LONGEVITY	360.00	360.00	0.00
<b>TOTAL SALARIES</b>		<b>138,473.00</b>	<b>162,005.48</b>	<b>(23,532.48)</b>
53070	EMPLOYEE TRAINING - SEMINARS	2,000.00	265.00	1,735.00
53100	ADVERTISING	300.00	474.63	(174.63)
53440	PRINTING/MAIL	500.00	389.33	110.67
53880	CONTRACTED SERVICES	64,224.00	47,850.64	16,373.36
54220	OFFICE SUPPLIES	800.00	2,623.78	(1,823.78)
57100	IN-STATE TRAVEL	2,000.00	87.12	1,912.88
57300	DUES & MEMBERSHIPS	800.00	307.17	492.83
<b>TOTAL EXPENSES</b>		<b>70,624.00</b>	<b>51,997.67</b>	<b>18,626.33</b>
<b>TOTAL BUDGET</b>		<b>209,097.00</b>	<b>214,003.15</b>	<b>(4,906.15)</b>



REVENUE DATE	REVENUE	EXPENSE DATE	EXPENSE		DATE	FY2025	SOURCE
07.24	359.29				7/1/2024	29,901.24	
		9.24	3,235.68		9/30/2024	30,260.53	
		9.24	4,654.08		9/6/2024	27,024.85	Sanofi Pastuer
10.24	535.64	10.24	3,330.24		9/16/2024	22,370.77	Sanofi Pastuer (\$199.43 credit)
					10/1/2024	19,576.17	Umass Flu Reimbursement September 2024
					10/23/2024	19,576.17	Sanofi Pastuer
		11.24	1,085.53		10/30/2024	18,490.64	Pfizer - Covid Vaccine
		11.24	412.25		11/6/2024	18,078.39	Custom Alarm Service
		11.24	1,085.53		11/30/2024	16,992.86	Pfizer - Covid Vaccine
01.25	41.17				1/14/2025	17,034.03	Umass Flu Reimbursement September 2024
01.25	1,796.85				1/23/2025	18,830.88	Umass Flu Reimbursement January - 2025
02.25	1,173.84				2/10/2025	20,004.72	NGS - Medicare Reimbursement
02.25	200.32				2/12/2025	20,205.04	NGS - Medicare Reimbursement
02.25	300.48				2/14/2025	20,505.52	NGS - Medicare Reimbursement
02.25	100.16				2/24/2025	20,605.68	NGS - Medicare Reimbursement
03.25	701.12				3/17/2024	21,306.80	NGS - Medicare Reimbursement
04.25	7,375.22				4/7/2025	28,682.02	Umass Flu Reimbursement April - 2025
						28,682.02	
						28,682.02	
						28,682.02	

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## INTEROFFICE MEMORANDUM

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To: Southborough Planning Board  
From: William J. Cundiff, P.E. , DPW Superintendent  
Date: January 9, 2025  
RE: MSPA & Special Permit Application (2 East Main St.)

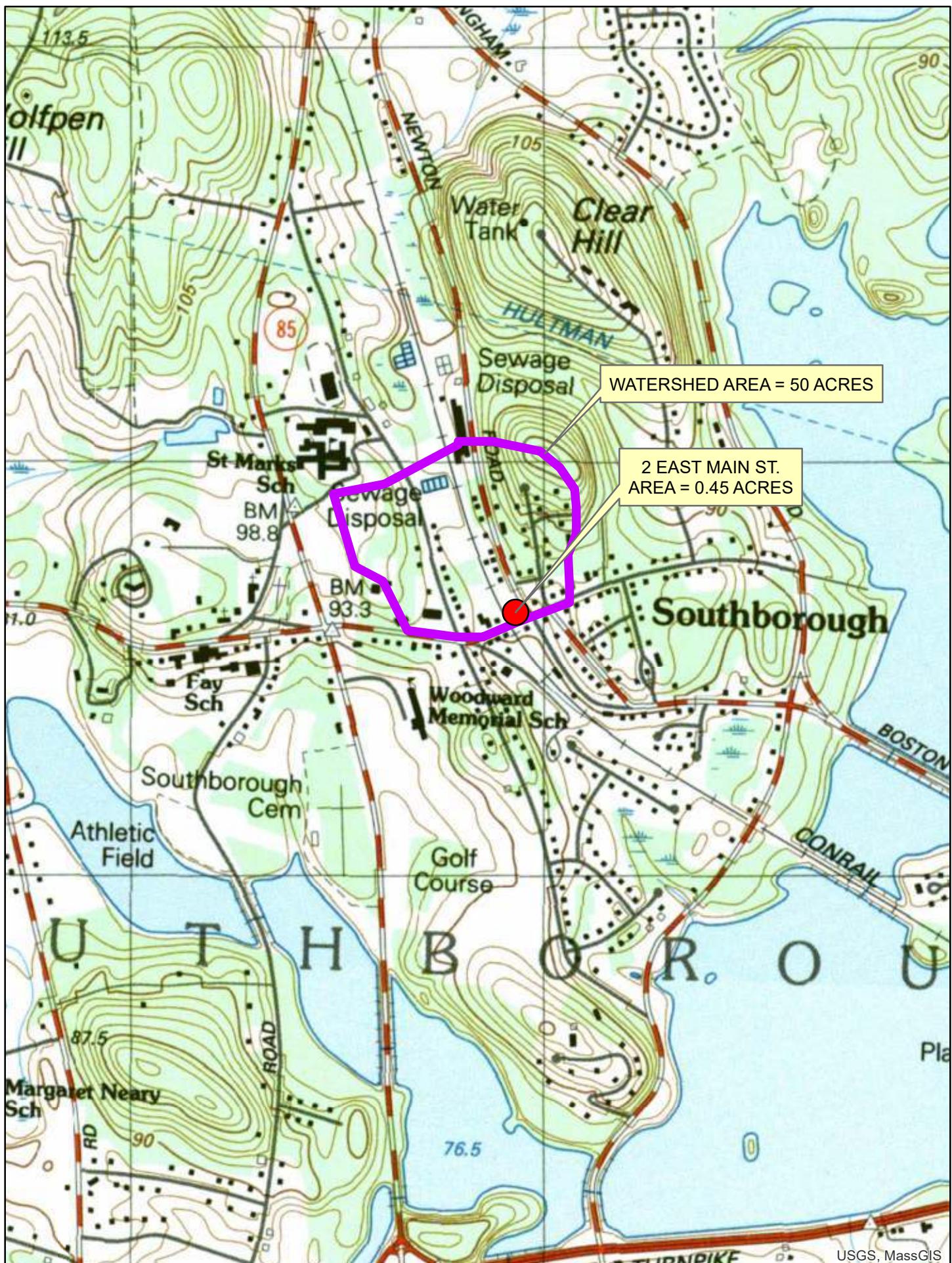
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The Town Planner forwarded a copy of the above-mentioned application, requesting input on the Stormwater Design, particularly as it may pertain to, or impact, the Street Drainage System. The proposal is to redevelop the approx. 0.45 Ac. site located immediately northwest of the Newton Street and East Main Street Intersection. The site has the CSX Railroad along its entire westerly boundary and residential property to the north. Street Drainage systems are located both along East Main Street and along Newton Street. Each of these drainage systems appear to discharge stormwater south of East Main Street, west of Boston Road, and East of the CSX Railroad. The watershed area (highlighted on the attached USGS Map) collects water from approximately 50 acres which currently feeds the surface water into two open-ended culvert pipes located on either side of the railroad tracks, at the north side of East Main Street. Meaning, this is the low point of the watershed area, and this is where the stormwater discharge from the site will flow. The proposed area of disturbance is approximately 1/100<sup>th</sup> of the overall watershed area, conservatively.

Although the culvert(s) located along the railroad tracks collect water and discharge into the Municipal street drainage system, it is my opinion that these are not Town-Owned pipes. I expect that these pipes were installed as part of railroad construction. Maintenance associated with these pipes, and their inlets, does not fall with the Town.

An 18-inch Diameter Corrugated Metal Pipe at a slope of 3.4% has a flow capacity of 7.09 cfs (This is the downstream outlet pipe). This appears to be the limiting factor in the street drainage system for flow from the site. This street drainage system collects runoff. A quick streamstats analysis shows that there is a 20% Annual Exceedance Probability (AEP) flood value of 7.59 cfs. In other words, there is approx.. a 20% chance in a given year that the street drain system will be at its capacity. See attached stream stats. This may cause a surcharge of water in the upstream pipes and inlets. Please note that this is a cursory review and not a detailed hydraulic analysis.

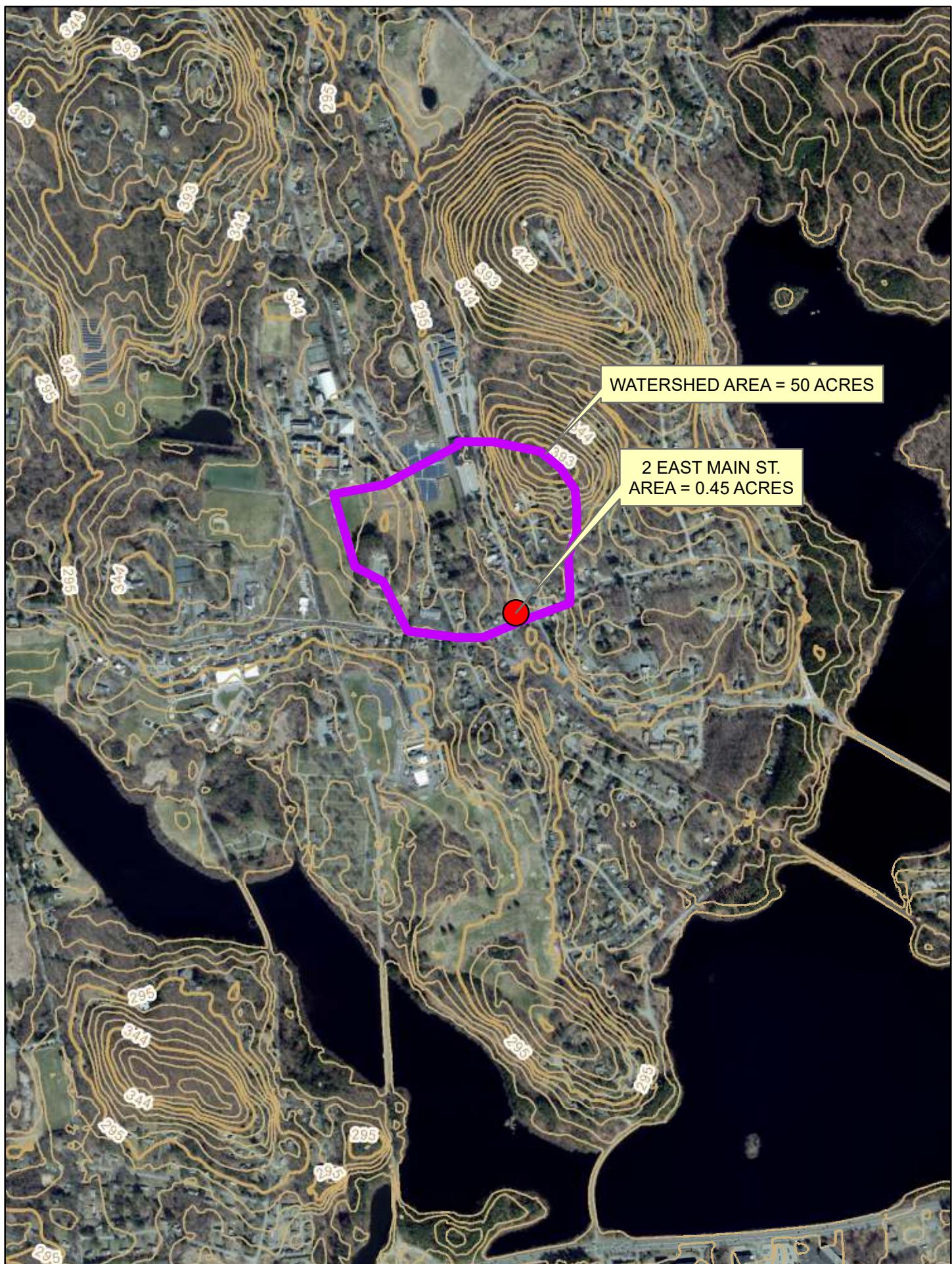
I visited the site with a few property abutters and they mentioned that in addition to poor local drainage, their concern was sight distance for vehicles leaving Newton Street (travelling south). As you know, the proposed building is located close to the intersection of East Main Street and Newton Street, so I quickly reviewed this. AASHTO calculations for cornering sight distance (leaving Newton Street looking for cars travelling eastbound on Main Street). The driver would be located 10 feet back off the travel lane (I conservatively carried 14 – feet), needs to see a car at 90 feet away (when in a 20 mph zone). See attached AASHTO Exhibit 9-51 and the plan view figure of the intersection attached to this memo. Based upon my analysis, the proposed building does not impede sight distance at the intersection. Note: We do NOT measure from the stop line for cornering sight distance.



1 inch = 1,000 feet

LOCUS MAP

LOCUS MAP  
2 EAST MAIN STREET



1 inch = 1,000 feet

LOCUS MAP  
2 EAST MAIN STREET

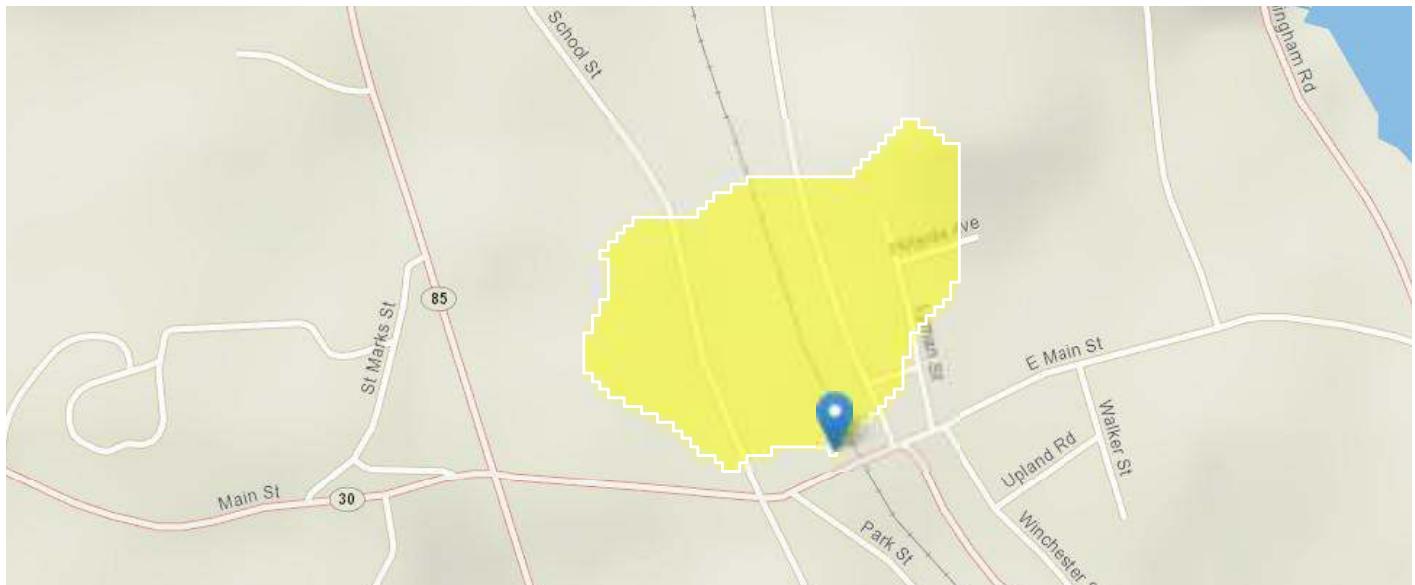
## StreamStats Report

Region ID: MA

Workspace ID: MA20250110173504694000

Clicked Point (Latitude, Longitude): 42.30609, -71.52387

Time: 2025-01-10 12:35:32 -0500



[Collapse All](#)

### ► Basin Characteristics

Parameter Code	Parameter Description	Value	Unit
DRNAREA	Area that drains to a point on a stream	0.049	square miles
ELEV	Mean Basin Elevation	321	feet
LC06STOR	Percentage of water bodies and wetlands determined from the NLCD 2006	0	percent

### ► Peak-Flow Statistics

#### Peak-Flow Statistics Parameters [Peak Statewide 2016 5156]

Parameter Code	Parameter Name	Value	Units	Min Limit	Max Limit
DRNAREA	Drainage Area	0.049	square miles	0.16	512
ELEV	Mean Basin Elevation	321	feet	80.6	1948
LC06STOR	Percent Storage from NLCD2006	0	percent	0	32.3

#### Peak-Flow Statistics Disclaimers [Peak Statewide 2016 5156]

One or more of the parameters is outside the suggested range. Estimates were extrapolated with unknown errors.

#### Peak-Flow Statistics Flow Report [Peak Statewide 2016 5156]

Statistic	Value	Unit
50-percent AEP flood	4.36	ft^3/s

Statistic	Value	Unit
20-percent AEP flood	7.59	ft <sup>3</sup> /s
10-percent AEP flood	10.3	ft <sup>3</sup> /s
4-percent AEP flood	14.3	ft <sup>3</sup> /s
2-percent AEP flood	17.6	ft <sup>3</sup> /s
1-percent AEP flood	21.3	ft <sup>3</sup> /s
0.5-percent AEP flood	25.4	ft <sup>3</sup> /s
0.2-percent AEP flood	31.3	ft <sup>3</sup> /s

*Peak-Flow Statistics Citations*

**Zarriello, P.J., 2017, Magnitude of flood flows at selected annual exceedance probabilities for streams in Massachusetts: U.S. Geological Survey Scientific Investigations Report 2016-5156, 99 p. (<https://dx.doi.org/10.3133/sir20165156>)**

USGS Data Disclaimer: Unless otherwise stated, all data, metadata and related materials are considered to satisfy the quality standards relative to the purpose for which the data were collected. Although these data and associated metadata have been reviewed for accuracy and completeness and approved for release by the U.S. Geological Survey (USGS), no warranty expressed or implied is made regarding the display or utility of the data for other purposes, nor on all computer systems, nor shall the act of distribution constitute any such warranty.

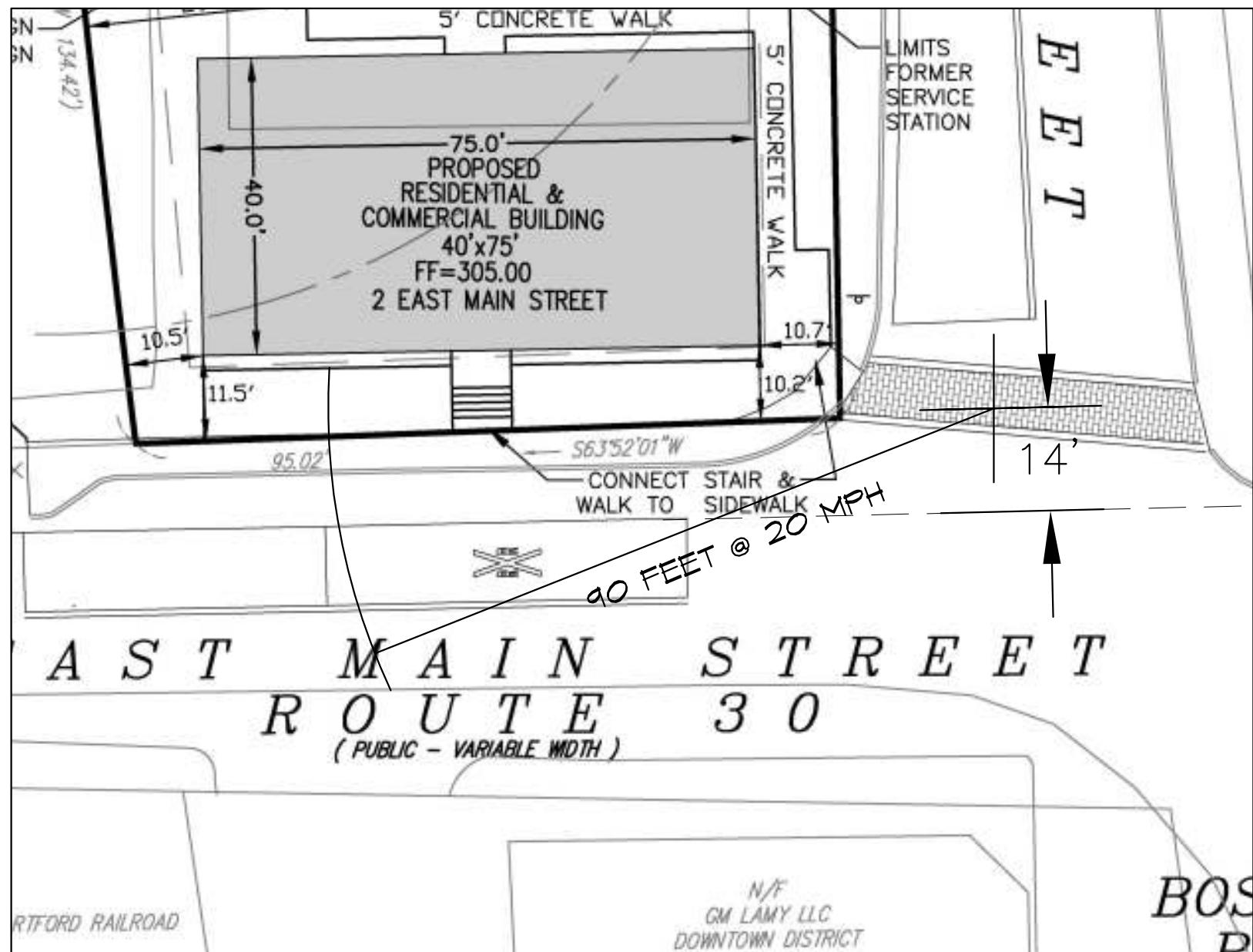
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Application Version: 4.25.0

StreamStats Services Version: 1.2.22

NSS Services Version: 2.2.1



2 Main St.  
Sight Dist.

Metric		US Customary	
Design speed (km/h)	Length of leg (m)	Design speed (mph)	Length of leg (ft)
20	20	15	70
30	25	20	90
40	35	25	115
50	45	30	140
60	55	35	165
70	65	40	195
80	75	45	220
90	90	50	245
100	105	55	285
110	120	60	325
120	135	65	365
130	150	70	405
		75	445
		80	485

Note: For approach grades greater than 3%, multiply the sight distance values in this exhibit by the appropriate adjustment factor from Exhibit 9-53.

**Exhibit 9-51. Length of Sight Triangle Leg—Case A—No Traffic Control**