

BOARD OF HEALTH

TOWN HALL – 1 MAIN STREET – AYER, MASSACHUSETTS 01432 – (978) 772-8213



Meeting Minutes October 21, 2013

Members Present: Heather Hasz, *Chair*; Mary Spinner, *Clerk*; Pamela Papineau, *Member*

Others Present: Debra Butcher, *Administrative Assistant*

Meeting Called to Order: H. Hasz called the meeting to order at 5:30 pm.

Minutes: September 23, 2013 – The Board signed the minutes as amended.

October 7, 2013 – M. Spinner motioned to approve the minutes as written, P. Papineau, 2nd

VOTE: 3-0 in favor.

Bills/Invoices Approved: Staples-\$28.99

Nashoba Associated Boards of Health Mail Review: The Board reviewed the mail documents submitted from Agent Bridgette Braley. A Title 5 Inspection Report for 70 Proctor Road was included in the packet in error as there is no such address in Ayer so the report will be returned to Nashoba. The Board was pleased with the favorable re-inspection report at the Mango Grill conducted on September 24, 2013.

BOH Mail Review: The Board reviewed the mail review packet consisting of food recalls and other notices from the CDC and Massachusetts Department of Public Health.

11 Willow Road – Meeting Update: M. Spinner stated that she attended an informational meeting on October 15, 2013 along with the building inspector, fire chief, DPW Supervisor and the applicant and their representatives. She reported that the applicant has a 90-day window to agree to purchase the building and that the current occupier, Air Power, has almost moved out. She said that the building is located in a business zoned district and consists of a warehouse and office space and is being proposed for the use of storage and distribution of research chemicals.

M. Spinner stated that the applicant will submit a proposed list of chemicals to be stored to the Fire Chief because everyone needs a license for chemicals because of flammability. P. Papineau questioned whether the applicant will begin a new application and M. Spinner stated "yes". She stated that she provided the applicant with a copy of the Board's Aquifer Protection regulations.

Miscellaneous Update: H. Hasz reported that she would be conducting a site walk of the Ayer Shirley High School with Ken Gikas and the school principal on October 22, 2013 to ensure that it meets the needs of the EDS plan.

She also reported that she viewed the DVD entitled "Together We're Ready" and felt it addressed valuable information pertaining to emergency awareness. The Board agreed that the DVD should be placed on the town's website for public viewing.

Administrative Assistant Update: Ms. Butcher presented administrative updates on the following:

1. Barn Permits- An updated property list, complete with phone numbers, was submitted to the Barn Inspector so she can begin scheduling barn inspections in order to meet the State's requirements.
2. Tobacco Permit Renewals – Applications were mailed out to local merchants on October 10, 2013 with a requested return of a completed application and payment by November 30, 2013.

3. Town Wide Website Calendar- Corrections were noted on Board of Health meeting dates and were sent to the IT Administrator to change.
4. Board of Health Regulations- All adopted regulations were sent to the town's website.

FY2015 Budget: H. Hasz stated that the Board's preliminary budget needed to be submitted to the Town Accountant by November 1, 2013. She requested comments from the Board. Ms. Spinner stated that it is standard practice to level fund budgets each year, however, the cost of conducting public hearings (i.e. newspaper, legal expenses) increase each year. She said that if the Board was going to adopt new regulations, that cost needed to be factored into the budget. Discussion followed regarding line items in the Board of Health budget and the Board agreed to level fund all budget line items except Line Item 1512 (Other Charges) and increase that by \$300 to cover costs associated with public hearings.

P. Papineau noted that the Nashoba assessments have decreased over time. M. Spinner stated that Director James Garreffo reassessed all the member towns. Ayer had a decrease due to the fact that we have town water and sewer so therefore, there are little Title V septic and private wells to review and this resulted in the decrease. She said that the Nursing assessment decreased as well due to attrition and the hiring of per diem nursing positions and not permanent staff positions. The Board could not determine what the FY2015 assessment will be until later in the year when Mr. Garreffo tells us.

H. Hasz and Ms. Butcher will prepare the preliminary budget and submit it with the following comments:

BOH Line Item 1512:	FY2015 Budget Increase Requested: \$300
Nashoba Nursing/Environmental:	The Board is awaiting assessment figures from NABOH.

M. Spinner questioned whether H. Hasz had an opportunity to speak with the IT Administrator about a new computer. H. Hasz that she did and that the request was being put through capital planning. The Board asked that we find out how much money is remaining in the Region II budget as a possible funding source for a new computer.

Shepley Hill / Plow Shop Update – P. Papineau: P. Papineau stated that she had no update; however, she did report that the next Restoration Advisory Board (RAB) meeting was scheduled for November 21, 2013 at 7pm in Town Hall.

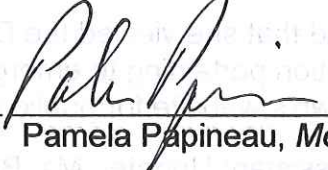
Executive Session – Property Enforcement: H. Hasz will work with the Town Administrator and Board of Selectmen's Chairman to coordinate a meeting with Town Counsel.

Adjournment: M. Spinner motioned to adjourn at 6:40pm, P. Papineau-2nd. VOTE: 3-0 in favor.

AYER BOARD OF HEALTH


Heather Hasz, Chair


Mary Spinner, Clerk


Pamela Papineau, Member

Respectfully Submitted,


Debra A. Butcher, Administrative Assistant