

TOWN OF AYER
BOARD OF HEALTH

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



Meeting Minutes
November 4, 2013

Board 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: M. Spinner motioned to approve the minutes of October 21, 2013, P. Papineau, 2nd;
VOTE: 3-0 in favor.

Bills/Invoices Approved: None

Nashoba Assoc. Boards of Health Mail Review: The Board reviewed mail documents from Health Agent Bridgette Braley consisting of food permits, inspection reports and other correspondence. Discussion occurred regarding an inspection conducted at 24 Maple Street where violations were found on the property during an inspection conducted on October 17, 2013 and resulted in an order to correct letter to the property owner. The property owner has requested a formal hearing before the Board. H. Hasz stated that she will follow up with Ms. Braley on the status and requested to have this property placed on the Board's November 18, 2013 regular meeting.

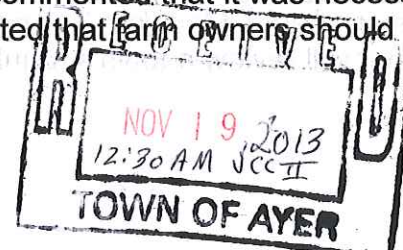
The Board reviewed a report on an inspection conducted at Wendy's as a result of a food complaint received for undercooked fried chicken. The report indicated that Ms. Braley spoke with the manager about standard operating procedures necessary in food preparation and the results showed that the cooking temperatures were good.

P. Papineau questioned whether there was an administrative database in place tracking these findings specifically when there are violations noted. H. Hasz stated the office files are currently being reorganized with inspections and violations in chronological order. She said this will allow the Board to view the history of the establishments.

Barn Inspector – Carlene Purdy: H. Hasz stated that she asked Ms. Purdy to attend the meeting to discuss her letter seeking support to purchase disposable clothing and shoe covers (booties) for use when inspecting farms. Ms. Purdy explained that in order to perform her job as barn inspector in a safe and worry-free environment and to decrease the possibility of spreading diseases from farm to farm, the need to wear the proper clothing was necessary.

Discussion followed regarding the inspection process. Ms Purdy stated that while her inspections were mostly "visual", there were circumstances when it was necessary for her to examine grounds and the actual farm animals. H. Hasz questioned whether Ms. Purdy had any issue with gaining access to any farms last year. Ms. Purdy stated that she did have resistance from one farm owner last year because she entered the farm without full protective clothing.

H. Hasz stated that she spoke with the MDAR Director Michael Cahill to obtain clarification about the best practices needed for the barn inspector. Mr. Cahill stated that if farm owners wanted the inspectors in a full suit, that they should provide the gear themselves, however, shoe covers were a reasonable request. Mr. Cahill also recommended that those farms that require a protective suit on the inspector should be the first farm inspection of the day. H. Hasz commented that it was necessary to work with the farm owners and to be respectable of them. She stated that farm owners should appeal to the Board of Health with any future complaints or issues.



H. Hasz said she researched the cost of shoe covers and that it ranged in the area of \$28 for a box of 300 covers. Ms. Purdy will explore where to purchase shoe covers at a reasonable price. M. Spinner recommended contacting hospitals and Nashoba Nursing on where they purchase them.

Ms. Purdy stated that one of her customers, who currently has a permitted chicken coop, inquired as to what was necessary to obtain mini goats and micro pigs. The Board recommended that the owner submit an application and include a plot plan and the dimensions of the area where the animals will be kept and the Board can review it for a possible modification of their permit.

Medical Marijuana Facilities: M. Spinner reported that an applicant for a medical marijuana facility will be meeting with the Board of Selectmen on November 12, 2013. She stated that currently there are two potential new sites being proposed; one at 11 Willow Road and one at the Horn building. Discussion followed regarding approval authority on these facilities. H. Hasz informed the Board that she asked Town Administrator Robert Pontbriand to send any new material from the Massachusetts Military Veterans Association Group to us. H. Hasz stated that she planned on attending the Selectmen's meeting on November 12, 2013.

Mail Review: H. Hasz stated that the mail review folder contained HHAN recalls and a letter from Hannaford's Supermarkets notifying us that they are now a Limited Liability Company.

Administrative Assistant Update: Ms. Butcher reported on the following:

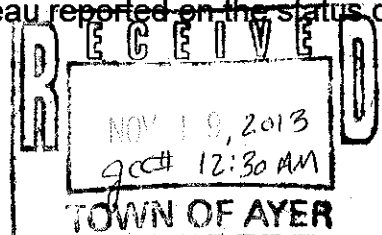
1. Computers – The Board received notification from the IT Administrator that she would be consolidating all of the computers that presently ran Windows XP in her FY2015 budget. M. Spinner questioned the need for a new computer when the existing one was working fine. H. Hasz will look at the computer on behalf of the Board.
2. Tobacco Permits – Ms. Butcher reported that she has received (6) applications for 2014 tobacco permits to date.
3. FY2015 Budget – Ms. Butcher reported that the preliminary budget was submitted to the Town Accountant on 10/22/13.

Emergency Dispensing Site: H. Hasz stated that she conducted a site walk at the Page Hilltop School on October 22, 2013 with Ken Gikas and reported that it was fine for an interim dispensing site while the high school was under construction. She commended the school administration for allowing them to tour the site and to make themselves available to her and Mr. Gikas.

Permitting Checklist – Pamela Papineau: P Papineau provided the Board with a checklist in order to help streamline the submission process with the Board's Aquifer Protection District Health regulations and said it contains a series of questions and document requests needed from the applicant. She asked the Board to review the draft and make any comments if needed.

Shepley Hill/Plow Shop Update – Pamela Papineau: P. Papineau reported on the status of this site and stated that the following should be completed this week:

1. Daily site inspections were completed.
2. Transporting sediments off site for disposal.
3. Began removal of sand bags.
4. Finalizing restoration.



Vacant and Abandoned Properties: H. Hasz stated that the Board has obtained regulations from the towns of Adams, Medway, Swansea, Walpole, and Webster. It was agreed upon that each Board member will review a town's regulation (H. Hasz-Town of Medway; M. Spinner-Towns of Adams &

Swansea; and P. Papineau-Town of Webster) and asked to report on it at the next meeting. H. Hasz requested that Ms. Butcher send copies of any draft regulations that the Board has on file electronically to her and P. Papineau.

Executive Session: H. Hasz stated that the Executive Session is scheduled for November 18, 2013 at 7:00 pm with the Board of Selectmen.

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

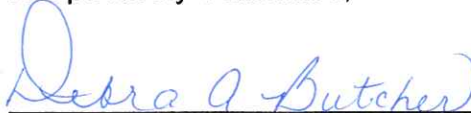
AYER BOARD OF HEALTH


Heather Hasz, *Chair*


Mary Spinner, *Clerk*

Pamela Papineau, *Member*

Respectively Submitted,


Debra A. Butcher, *Administrative Assistant*

