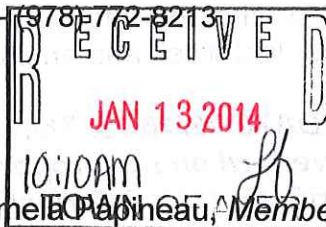


# BOARD OF HEALTH

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



Meeting Minutes  
December 16, 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.

November 18, 2013 Minutes: M. Spinner requested that the minutes reflect that she reported the Ah Gin Wong restaurant had closed. M. Spinner motioned to approve the minutes of November 18, 2013 with the amendment, H. Hasz 2<sup>nd</sup>. *VOTE 3-0 in favor.*

FY2015 Budget: H. Hasz requested that the Board vote to approve the final FY2015 budget which includes an increase of \$300 and submit it to the Town Accountant. However, she noted that as of this meeting, there was no update on our FY2015 assessment from Nashoba Associated Boards of Health. P. Papineau motioned to approve the FY2015 budget, M. Spinner 2<sup>nd</sup>. *VOTE: 3-0 in favor.* H. Hasz signed the budget.

Nashoba Associated Boards of Health Mail: The Board reviewed the mail packet containing food inspection reports as well as the 2014 food permit renewal from Apple Valley Center. The Board also reviewed a lead paint determination violation notice and an order to correct letter from Health Agent Bridgette Braley for property located at 168 Willard Street where there were sanitary, housing and lead problems. The State has been made aware of the lead issues. M. Spinner questioned whether there were children residing in the house. P. Papineau stated "yes" there were two children under the age of six. The Board requested that we review the status of this property at our February 10, 2014 meeting which allows for 60 days complying with the order.

Bills: Nashoba Associated Boards of Health-\$5,901.63; Staples-\$39.99

Update Animal Inspections: H. Hasz reported that there are currently (2) properties (47 Washington Street & 66 Westford Road) that are outstanding for their annual barn inspections and were sent certified letters from the Barn Inspector. She stated that the Barn Inspector must submit her yearly report to the state no later than January 1, 2014 and has tried several times to contact the owners to gain access to their properties without success.

***UPDATE 12/16/13: Ms. Butcher stated that she spoke with the Barn Inspector just prior to the meeting and she has successfully completed her inspection at 47 Washington Street.***

M. Spinner recommended that the Barn Inspector send her barn book into the state and note that there were multiple phone attempts to gain access to their property and let the MDAR handle the situation. The Board requested that the Barn Inspector try to make another phone attempt to the owner of 66 Westford Street and if there isn't any contact, then she should send in her barn book and note it. H. Hasz requested to have this placed on the January 13, 2014 meeting agenda if not resolved by then.

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

1. 2014 Board of Health Meeting Schedule – Ms. Butcher stated that the schedule has been posted with the Town Clerk's office with a copy to the Selectmen's office and website.
2. 80 Sandy Pond Road – Ms. Butcher stated that the Barn Inspector was recently notified that this address may house fowl without a valid permit, however, the Barn Inspector could

not confirm this information from the roadside. Ms. Butcher stated that she sent the owner a letter last week and enclosed our local regulations and an application for a permit.

**UPDATE 12/16/13: The owner called the office today to notify us that she does not have fowl on her property and would welcome any inspector onto her property to verify that this information is accurate. Ms. Butcher will notify the Barn Inspector.**

3. Tobacco Permits – Ms. Butcher reported all merchants have their 2014 permits to sell tobacco products.
4. 72 Snake Hill Road – Ms. Butcher reported that during the Barn Inspector's annual inspection at this property, she noticed that the chicken coop size was 2'x 5' for (5) bantam chickens and not the permitted size of 4'x 7' as approved by the Board last summer. She asked if the Board wished to take any action. The Board requested that the Barn Inspector send a letter notifying the owner that they were out of compliance with their permit and to either a) construct a chicken coop as approved by the Board of Health's permit or b) decrease the number of chickens being housed.

#### Miscellaneous:

1. Food Permits: H. Hasz reported that there were currently (2) outstanding food establishments who are delinquent in obtaining their food permits – The Cottage and Ayer Gun & Sportsmen's Club. She stated that food permits were required to be renewed by October 31, 2013. M. Spinner recommended that an email be sent to the Board of Selectmen's office before other town licenses are granted to them. She said that "no one should be allowed to slide" on this. H. Hasz will send an email to the Selectmen's office requesting their assistance.
2. Recycling Award: H. Hasz reported that the town was given a recycling award from the state. She congratulated the recycling staff on this award.
3. Office Files: H. Hasz commended Ms. Butcher on her efforts to organize the office files. She stated that she would be assisting in the office on December 30, 2013 to work on cleaning and filing and asked if the other board members would like to help. M. Spinner and P. Papineau confirmed that they would. The Board asked that Ms. Butcher post that the Board would be working in the office.
4. Transfer Station Fee Schedule: The Board requested that Ms. Butcher obtain fee schedules from the towns of Harvard, Groton, Pepperell & Littleton to include their cost of stickers, bags, bulk items and other operating costs and prepare a spreadsheet for the Board's review. The Board will discuss this at their January 13, 2013 meeting.
5. Town Accountant: The Board requested to invite Town Accountant Lisa Gabree to our meeting on January 27, 2013 to update the Board on the Transfer Station budget so that the Board could determine our FY2015 fees. Ms. Butcher will send an email to the Town Accountant. H. Hasz noted that she would not be in attendance that evening as she is traveling. H. Hasz requested to place a final fee schedule on the February 10, 2013 agenda so the Board could vote on it.
6. 2013 Town Report: H. Hasz stated that she is beginning to prepare the Board's 2013 town report. She asked that the Board start thinking about setting goals for 2014.
7. 21 Maple Street: Ms. Butcher stated that this property is scheduled for our meeting on January 13, 2014 for expansion within the Aquifer Protection District. The applicant is seeking approval for the construction of a 6' x 12' addition within the existing setbacks for a laundry room/bathroom.

Aquifer Protection District "Check List" – P. Papineau: The Board reviewed the draft outline provided by P. Papineau and felt it was a good working document. Discussion followed regarding the

permitting guidelines and ways to streamline the process. The Board will continue to work on this during future meetings. P. Papineau requested that Ms. Butcher email her the Aquifer Protection District permit application.

Vacant & Abandoned Properties: H. Hasz provided an update on regulations obtained from other communities. She said that the documents that she reviewed were regulations as opposed to by-laws with local oversight by the Health Agent and Building Inspector. P. Papineau stated that she reviewed the town of Webster and found it to be "dense" where a lot of different groups got involved with enforcement. M. Spinner stated that enforcement is difficult when a town has limited part time staff. She encouraged the town's Finance Committee to consider a full time building inspector's position. H. Hasz stated that she would continue to work on this and would update the Board in the spring.

Shepley Hill/Plow Shop Update – P. Papineau: P. Papineau stated that she attended a Restoration Advisory Board (RAB) meeting on November 21, 2013. She summarized the onsite construction activities and stated that they are achieving their goals of removing metal and transportation of other sediments from Red Cove to the landfill. She said that sediments from the Railroad Round House are still stockpiled onsite. She said that a future "RAB" meeting will be held sometime in the spring.

Adjourn: M. Spinner motioned to adjourn at 6:55 pm, P. Papineau 2<sup>nd</sup>. *VOTE: 3-0 in favor.*

*AYER BOARD OF HEALTH*

  
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Heather Hasz, *Chair*

  
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Mary Spinner, *Clerk*

  
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Pamela Papineau, *Member*

Respectfully Submitted,

  
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Debra A. Butcher, *Administrative Assistant*