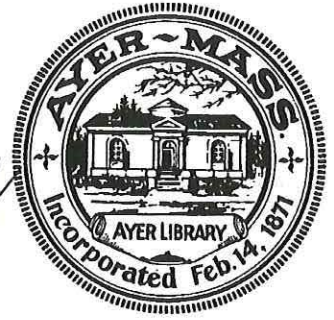


TOWN OF AYER BOARD OF HEALTH

Meeting Minutes of June 8th, 2015

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Meeting called to order at 5:30 pm

Members present included: *Chair* Heather Hasz, *Clerk* Mary Spinner, and *Administrative Assistant* Jane Morriss. *Member* Pamela Papineau was not present.

PUBLIC INPUT: Ethan Hasz, member of Ayer Boy Scout Troop 2, attended the meeting.

NABOH REPORT – BRIDGETTE BRALEY: Permit to operate a food service establishment granted to Robert Coppola of Coast 2 Coast Catering LLC; Inspections included Pauline's Variety Store (0 violations), Page Hilltop School (1 violation with additional comments), ASRHS (0 violations), Ayer Shop & Save (walk-through with perspective owner found floors in former bakery & produce area to be in disrepair and back walls need to be repaired), completed inspection of fowl at 45 Groton Shirley Road (no issues to keeping 3 chickens); sent correspondence via certified mail to owner of 23 Willard Street telling of regarding several violations discovered during an inspection of the property on May 29, 2015; Results of Title 5 inspection of 84 Off Groton School Road, 4th House; and requests by the ZBA for reviews of variances at 4 Pierce Ave, and 41 Nashua Street.

REVIEW OF MINUTES FROM THE MAY 18TH MEETING: Clerk M. Spinner motioned to accept the minutes and Chairman H. Hasz 2nd. A 2/0

SHEPLEY'S HILL LANDFIL UPDATE/RAB UPDATE (P. PAPINEAU): Postponed until next meeting.

ADMINISTRATIVE MATTERS: End-of-Year Budget review: as of June 1, the BOH had a grand total of \$3,848.35 remaining in its budget (with secretarial wages amounting to \$2,658.62). Excluding wages, the BOH had \$1,189.73 remaining in its budget as follows: Services, \$97.48; Supplies, \$100; Office Supplies, \$292.25; Other Charges & Expenses, \$700.00. After subtracting current bills payable to Nashoba Publishing (\$103.82) and WB Mason (\$22.79), it leaves a total of \$1063.12 available. The BOH would like to purchase a printer with capabilities to scan, print, copy and fax; and a new voice recorder with omni-directional microphones that can be integrated with the computer, and that have random replay capabilities. Clerk M. Spinner was asked to research printers, and Admin Assistant J. Morriss was asked to research voice recorders and to report back at the next meeting.

Bills: Nashoba Publishing for Public Hearing Notice \$103.82; WB Mason for box of filing folders \$22.79.

Miscellaneous: Dealing with the accumulation of files and equipment: Chairman H. Hasz recounted a conversation with Clerk Susan Copeland and Systems Administrator Cindy Knox about the feasibility of scanning files. The Clerk's office is currently conducting a feasibility study with funding that was approved at the Fall Town Meeting, and the Clerk indicated that more will be known this fall. The Board also wants to assess what files they need to keep and how to get rid of files they do not need to keep. These questions will need to be answered by Terry French in the Secretary of State's office. The more pressing matter is how to get rid of the accumulation of obsolete hardware, and it was suggested that Emergency Planner Kenneth Gikas could help us determine what equipment we need to keep for emergencies and what we can eliminate. **Action items for next meeting:** Shepley's Hill/RAB update, P. Papineau; end-of-year BOH purchases; solid waste administrative Items including application (P. Papineau), checklist (P. Papineau), list of haulers (everybody) and letter (H. Hasz); new chicken permit; review of minutes.

ADJOURN: M. Spinner made a motion to adjourn at 6:18 p.m. with a 2nd from H. Hasz. A 2/0


Heather Hasz, *Chair*


Mary Spinner, *Clerk*


Pamela Papineau, *Member*