

Ayer Board of Health
Meeting Minutes
January 10, 2011

15-02-11 12:45 RCVD *UF*

Call to order 5:05 p.m.

Members present: Mary Spinner, Chair; Margaret Kidder, Clerk; Marilyn McMillan, Member (arrived 5:24 p.m.)
Also present: Ruth Terry, Administrative Assistant

- **M. Kidder motioned to approve the minutes of January 3, 2011, M. Spinner 2nd, A 2/0.**
- Nashoba Associated Boards of Health – Bridgette Braley, Health Agent – material review:
 - B. Braley's mail folder from 1/10/11 was reviewed.
 - Reviewed routine food inspections, permit renewals, and housing violations.
 - R. Terry to clarify with B. Braley the comment "mobil food" under "Wentzle" on the October summary.
 - B. Braley reports no unpermitted chickens were viewed recently in the Jonathan Drive/Victor Drive area.
- Bills approval:
 - All approved and signed bill from NABH for \$7,131.00.
- Mail reviewed:
 - Quarterly and Annual Inspection Reports for Routhier & Sons.
 - Groton-Harvard Road Landfill evaluation report, required by MassDEP.
- Old Business:
 - Transfer Station –
 - Signs need to be updated to reflect use of town trash bags.
M. Kidder motioned to update prior language on Transfer Station usage, M. Spinner 2nd, A 2/0.
 - Need to charge for recycling. Suggestions were considered with regard to stickers and transfer station. At this time, we do not know how many people have recycle stickers. The Board needs to know how much it costs the town to recycle.
 - Assistant job description will be reviewed at the next meeting.
- All approved of R. Terry time off from February 17-24.
- Region II update – Ken Gikas was present and distributed updated contact cards.
 - K. Gikas met with R. Terry in December to review the EDS binder. She will enroll in the HHAN system, fill out the matrix, and take NIMS 700 and NIMS 100.
 - Board members should return 24/7 calls whenever they can; texting is acceptable.
 - K. Gikas noted that the BGAN satellite phone has not been tested in the last four months. The Board will contact Chief Pedrazzi.
 - In order to prepare to handle mass numbers quickly (e.g., for antibiotic distribution), Region 2 wants Ayer to establish a route for a drive-through clinic, specifically, a flat area in town that has a one-mile loop. The Board will consider sites, and M. Kidder will get back to K. Gikas with suggestions by March 31.
 - Region 2 also sent a letter requesting that an EDS drill be conducted. R. Terry will get back to K. Gikas with the date of the previous H1N1 clinic done at the EDS site/high school (M. McMillan estimated 20 minutes in line then). It was suggested to do the drill with students at the end of the school day.
 - Equipment and supplies were reviewed, as were PHER funds.
 - Meetings with K. Gikas should occur every 4-5 months with the Board and every other month with R. Terry.
- **M. Kidder motioned to adjourn, M. McMillan 2nd, A 3/0.**

Meeting adjourned at 5:46 p.m.

Mary Spinner - 2-14-11
Margaret Kidder
Marilyn McMillan