

Members present: Mary Spinner, Chair and Margaret Kidder, Clerk
Not present: Marilyn McMillan, Member
Also present: Michelle Carlisle, Administrative Assistant

- Steve Wentzell – appearing before the board regarding violations at his property at 8 Groton Harvard Road, Unit 5. Steve gave a brief description of the violations and stated that some of the violations are the same as approximately one year ago.
 - M. Spinner asked if the same tenants who are there now were the same ones a year ago. S. Wentzell said yes.
 - S. Wentzell explained each violation that has been corrected.
 - S. Wentzell asked what the “electronic striker” is. M. Spinner explained that it’s the intercom system or “doorbell” that is outside the main entrance. It is used for people who come to visit a specific unit.
 - M. Kidder asked if there is a condo association. S. Wentzell said no.
 - S. Wentzell asked if the hall stairs need to be carpeted or can he use treds. M. Kidder stated that the condo documents should state what needs to be on the stairs.
 - S. Wentzell stated that the door that needs to be replaced has been ordered.
 - M. Kidder asked who the attorney was who drafted the condo documents. S. Wentzell stated Richard Larkin.
 - M. Spinner asked about the washer and dryer that were operational a year ago and now are not. S. Wentzell stated that they are just unplugged because he believes the washer leaks. He has one set that everyone uses and there have been no issues.
 - M. Kidder asked how much the condo fees are. S. Wentzell stated there are none.
 - M. Kidder asked how many of the units does S. Wentzell own, 5 units in the two buildings.
 - M. Kidder stated that she would like to see the condo documents. S. Wentzell agreed to get her a copy.
 - M. Kidder stated that all violations must be fixed and that it looks like S. Wentzell is making good progress.
 - S. Wentzell to get a copy of the condo documents to M. Carlisle. S. Wentzell stated that the 5 units he currently owns are under agreement to be sold.
 - M. Kidder stated for the record that she is aware of the pending sale.
 - M. Kidder asked if a 10 day extension would suffice because the new owners might need some additional time to correct the remaining violations.
 - M. Spinner stated that any extension would have to be granted by Bridgette Braley, Health Agent, Nashoba Associated Boards of Health.
 - M. Spinner asked if the tenant will be available for re-inspection. S. Wentzell stated they are there most of the time.
 - M. Carlisle to let B. Braley know of the impending sale.
- Board of Health job posting and update of the Administrative Assistant position job description –
 - M. Kidder and M. Spinner discussed the job description that is part of a union contract vs. the current actual duties. The current description was approved before the board had its own assistant.
 - M. Kidder stated that the current union description of “Department Assistant” is completely inaccurate and needs to be updated.
 - M. Spinner – as chair, she wrote up a brief job description and posted internally it on July 20th as required by the union contract.

- M. Carlisle to post job opening on the town website, Public Spirit, Ayer Public Access Cable and possibly the Mass Association of Health Boards website and Craigs List.
- Minutes approval for 7/12/10. Can't be approved because Marilyn McMillan is not present tonight and Margaret Kidder was not present on 7/12/10. Move to next agenda.
- Bills approval – Mass Associated Health Boards - \$100.
- Mail reviewed.
- M. Spinner stated that most of the railroad ties that were stored behind Patricia Drive have been moved.
- Nashoba Associated Boards of Health – Bridgette Braley, Health Agent – material review
 - Routine permits and housing inspections.
 - Beach sampling.
 - Housing violation for 131 ½ W. Main Street – M. Kidder stated that if the property owner, Jose Banchs, had to appear before the board for any reason, she would have to recuse herself.
 - M. Spinner received a complaint regarding 61-63 E. Main St. It is a two family and has trash and furniture outside. M. Spinner went to B. Braley's office to let her know of the complaint. B. Braley stated she would send a violation letter to the property owner.
 - M. Spinner believes that in cases like this, a call should be made first to the property owner followed up by a letter.
- Miscellaneous
 - Signed previously approved animal permit for Karen Sherwin.
- **M. Kidder motioned to adjourn, M. Spinner 2nd, A 2/0.**

Meeting adjourned at 5:50pm.

May Spinner - 8/16/10
Margaret M Kidder 8/16/10