

TOWN OF AYER BOARD OF HEALTH

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



Meeting Minutes August 25, 2014

Members Present: Pamela Papineau, *Chair*; Mary Spinner, *Clerk*; Heather Hasz, *Member*
Jane Morriss, Administrative Assistant

Call to Order: 5:38 PM

Materials Present: Draft of proposed trash hauler regulations.

Parks & Rec. Director Jeff Thomas regarding e-cigarette policy, discussion continued:

Ayer Supervisor of Recreation and Maintenance Jeff Thomas said his Commission will enforce the use of e-cigarettes like regular cigarettes until they've had an opportunity to meet with a representative from the Leominster Tobacco Alliance.

Review of Draft Regulations for Trash Haulers in Ayer with DPW Superintendent Mark Wetzel:

- Continued reviewing proposed trash-hauler regulations with DPW Superintendent Mark Wetzel.
- The Board took no action on this item, agreeing to put it on the September 8th agenda.

Discussion of BOH role in setting Transfer Station fees:

- The BOH began deliberations about the feasibility of shifting the task of setting transfer station rates from the BOH to the DPW. M. Wetzel is pursuing on-line purchase of bulk tags.
- This discussion was tabled until the next BOH meeting to give the Chair an opportunity to meet with Town Administrator Robert Pontbriand.

Discussion of disposition of bulk tag receipts held by BOH

- The BOH seems to be keeping bulk tag receipts in perpetuity in the BOH office and based on a perusal of the state regulations governing file keeping, there is no good reason to keep them after three to five years. J. Morriss will inventory these files and the Board will send a letter to the state asking permission to dispose of these records.

Computer Sharing among BOH members and staff (ad hoc agenda addition):

- The Board invited Systems Administrator Cindy Knox to talk to the Board about giving individual BOH members access to their office computer. C. Knox will assign each board member her/his own password, and move the files to the server. Board members agreed that they will not rearrange files. C. Knox will assign passwords and do the modifications after Sept. 7.

Conversation with Animal Inspector, Carlene Purdy regarding her expanding role

- We will develop a rabies protocol to post on our website.
- The Chair will work with J. Morriss to draft a letter to the local veterinarians to summarize their reporting responsibilities.
- Review revision for the job description and vote on adopting the revision at the September 22 meeting.

Chicken Permit for 32 Washington Street, signed.

Minutes July 22, 2014 -- M. Spinner motioned to approve; H. Hasz 2nd, **A 3/0**

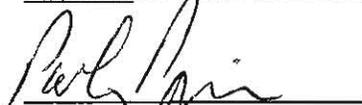
Review NABOH material from Bridgette Braley

- Wok & Roll had a four violations on its last review, and as these violations have been consistent and on-going, H. Hasz volunteered to draft a letter.

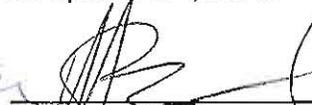
Bills: WB Mason, \$22.79, signed.

Future Meetings: Monitoring wells on West Main Street, trash-hauler regs, new job description for animal Inspector and Trash Hauler regulations.

Adjourn: H. Hasz motioned to adjourn at 7:40 PM; M. Spinner 2nd, **A3/0.**


Pamela Papineau, *Chair*


Mary Spinner, *Clerk*


Heather Hasz, *Member*


Respectfully Submitted,
Jane Morriss

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TOWN OF AYER
2014 SEP 23 AM 9:35