

TOWN OF AYER BOARD OF HEALTH
Meeting Minutes, December 8, 2014

Call to Order: 5:30 pm:

Members present included *Chair* Pamela Papineau, *Clerk* Mary Spinner, *Member* Heather Hasz, and *Administrative Assistant* Jane Morriss.

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NABOH REPORT:

- **Empire City:** B. Braley returned for re-inspection on Dec. 2 and found that all previous violations had been corrected. She will re-inspect in four weeks.

CONTINUED DISCUSSIONS:

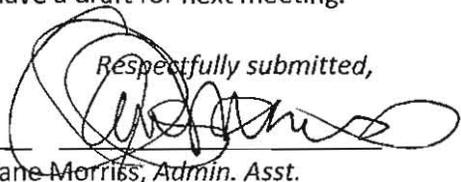
- **After amending the agenda, the members accepted and signed the minutes covering the Nov. 10 meeting.**
- **Draft Trash Haulers Regulations:** The Board reviewed the Red-line version and notes returned from Town Counsel (TC). Overall TC made few substantive changes: He tightened up some language and made it more congruent with the CMR and MGL. TC agreed with the Board that this regulation does not need to specify services or set rates in its regulation. The BOH disagreed with the TC's suggestion that the regulation specify the permit fee. The BOH was in strong agreement about keeping the permit fee out of the regulation. Posting fees on the BOH website, or other suitable location, would allow the fee to be changed with a simple vote of the BOH rather than requiring a more lengthy (and costly) re-drafting and public hearing process. The draft submitted to TC required haulers to report trash volume twice-a-year. However the BOH wants Ayer's regulations to be consistent with the State, which requires an annual report. The Board wants to begin requiring permits by January 1, 2016, holding the public hearing in July, 2016. This would give ample time to notify the haulers that they need to be permitted by January 1, 2016. The BOH agreed to send a clean copy to B. Braley for her review by the second meeting in Feb.
- **Funding considerations regarding compensation for Animal Inspector:** The BOH has a little over \$1100 in the FY 2015 salary line item for the Administrative Assistant's (AA) salary which could be applied to the stipend for the Animal Inspector (AI) – \$500 short of the \$1600 increase in the AI stipend discussed at the last meeting. Since then, P. Papineau asked the Town Administrator (TA) to look into another source of funding. The Members of the BOH agreed that it would be imprudent to transfer the entire sum from the AA's line item, as this would prevent the AA from working any additional hours "at crunch time." H. Hasz made a motion to transfer \$500 from the AA's line item into the AI's stipend to provide additional funding for this fiscal year (FY15). P. Papineau asked H. Hasz to amend the motion to increase the amount to \$650, which she did. M. Spinner 2nd. **A 3/0.** P. Papineau will continue to work with the TA seeking additional funds to allow the BOH to provide the full \$2600 stipend for the AI for this fiscal year (FY15). Looking forward, the BOH intends to appropriate the full amount (\$2600) in the FY16 budget to fund the AI's stipend.
- **FY 2016 budget planning:** The BOH budget worksheet is due by 5 p.m. Friday, December 19, and the BOH just received it, today (Dec. 8) at 5 pm. BOH has agreed to increase the AI stipend from \$1000 to \$2600 to cover additional duties, divided in two payments of \$1300 each. Board wanted to increase funding for training by \$200 under charges and expenses. We need to have enough to cover advertising costs for various public hearings, including Trash Haulers and Tobacco Regulations, posting of the AI job description and at least one unforeseen event. The Board agreed to appropriate \$1000 for "services." The BOH needs a new printer. M. Spinner said there are no printers on the capital budget for the upcoming year. She also said there were Emergency Planning grant monies left and we could purchase a new printer using the grant money. BOH will look into how much is left in the grant.
- **NEW BUSINESS:**
- **Approval of Minutes: November 10th**—H. Hasz asked that the reference to "barn inspector" be amended to read "animal inspector." M. Spinner moved that the minutes be accepted pending the amendment, with H. Hasz 2nd. **A 3/0.**
- **2015 Meeting Schedule** dates were approved. Some of the wording needed to be corrected. After that, the AA will give it to the Town Clerk.
- **Bills: Nashoba Associated Board of Health**
- **Tobacco Permit Renewals** have all been received and sent out with the exception of the Oriental Market on West Main Street. If they don't renew by the first of the year, we can invite them into a board meeting.
- **2014 Annual Report:** P. Papineau will continue working on this and will have a draft for next meeting.

ADJOURN: M. Spinner motioned to adjourn at 6:53 pm; H. Hasz 2nd. **A 3/0**


Pamela Papineau, Chair


Mary Spinner, Clerk


Heather Hasz, Member

Respectfully submitted,

Jane Morriss, Admin. Asst.