

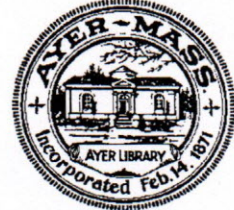
# TOWN OF AYER BOARD OF HEALTH

## Meeting Minutes of January 11, 2016

Meeting called to order at 5:32 pm

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

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**CALL TO ORDER/PUBLIC INPUT:** The meeting was called to order at 5:32. There was no public input.

**DISCUSSION: PLANS FOR THIRD-FLOOR REORGANIZATION (Carly Antonellis):** came before the Board to present the changes being planned for the third floor which include moving furniture, repositioning employees, and introducing a full-time administrative coordinator who will report to the Town Administrator. This position will provide ancillary services for the Building Inspector, the Planning Board, the ZBA, Conservation, Economic and Community Development, Park and Recreation, and the Board of Health. The changes are being made to increase efficiency, improve communication among the town's various committees and boards and improve public service. It will provide continuity and support to people who are navigating the pre-permitting process. The BOH is tasked with eliminating one of the two file cabinets that are located in the hall outside its office to make room for a map cabinet. In preparation, J. Morriss was asked to make an inventory of the contents of the file cabinets, and to inventory the Shepley Hill Reports making a note of the report's name, date, whether it is a draft or final copy, who made the report and if it has been digitized onto a CD. It may not be necessary to keep all of our files, especially if they are determined to be "courtesy copies," or if they have been digitized. Storage space is at a premium and all town departments are being asked to consolidate their files. M. Spinner told C. Antonellis that we need a full time building inspector, and maintained that this new position is not a union position. C. Antonellis said these issues were not part of the discussion.

**NABOH MATERIAL REVIEW (B. Braley):** Correspondence regarding residential code violations at 11 Groton School Road # 6 and 100 Washington Street, apt. 7; Inspection reports for Family Dollar, Lazy Mary's and Oriental Market; Food permit renewals for Archer's Mobil, Cottage Restaurant, Parthenon Pizza, and Wendy's of New England, with Frozen Desserts permit. New food permit for the Family Dollar Store. B. Braley reported previous violations have been satisfactorily resolved at Mango Grill and that an employee will be attending a ServeSafe class the first week in March.

**NABOH EXECUTIVE BOARD MEETING 1-7-16 (M. Spinner):** The pension liability issues remains unresolved at this time. Our lobbyist and staff members have testified in Boston. Our CFO is putting aside money pending the resolution of this issue. J. Garreffi is working with office staff on on-line permitting, training, etc. After information from J. Garreffi and other staff, the Board voted to make the Town of Stow a full-time member. J. Garreffi then introduced the new Nursing and Hospice Administrator Mary Hagarty, RN, MSN. She has "hit the ground running." She is training staff and implementing all the new codes. If medical codes are not correct, we don't get paid. We have many vacancies due to retirements, job changes, etc. Check the website for positions available. The nursing contract was signed for one year only with just STEP increases, no COLAS. The contract expires on June 30<sup>th</sup>. Effective January 1, 2016 all Certified Home Health Providers in Massachusetts are required to participate in Health Value Based Purchasing. We are one of nine states involved in this program. This is a 5-year project. Data will be collected—hospital use, patient satisfaction, etc. The Agency could be reimbursed financially from Medicare as the result of this 5-year study. There will be a lot of training involved for all.

**REVIEW OF MINUTES FROM DECEMBER 14, 2015:** Clerk M. Spinner found discrepancies in the minutes and they were returned to J. Morriss for revision.

**ADMINISTRATIVE MATTERS: DISCUSSION OF GOALS FOR 2016 (H Hasz):** Clerk M. Spinner advised some formatting changes to the 2015 Annual report, and told Chairman H. Hasz that we should take a little more credit for the Vitasoy issue. H. Hasz announced that the Planning Board is hosting a review of the proposed zoning bylaws and asked J. Morriss to post the joint meeting. She also asked the members of the Board to read the proposed bylaw and plan to attend the meeting if at all possible. J. Morriss was asked to reply to Pediatrician Lester Hartman, MD, to let him know that the Board is not planning to make any changes to its tobacco regulations at this time. (Dr. Hartman e-mailed urging the Board to support legislation to increase the legal age for tobacco use to 21.)

**ADJOURN:** Clerk M. Spinner motioned to adjourn the meeting at 7 pm with P. Papineau 2<sup>nd</sup>. A 3/0

*Heather Hasz*  
Heather Hasz, Chair

*Mary Spinner*  
Mary Spinner, Clerk

*Pamela Papineau*  
Pamela Papineau, Member