

**BOARD OF HEALTH
ASHFIELD, MA
Ashfield Town Hall
March 26, 2013**

Members Present: Duncan Colter, chair, Joanne Ostrowski, Susan Clark

Health Agents Present: Claudia Lucas

Guests: Chris Lucas, Paulette Leukhardt, Brian Clark, Suzanne Corbett

The following recording devices were noted: Susan Clark (2 audiorecorders), Paulette Leukhardt (3 audiorecorders), Suzanne Corbett (1 videorecorder).

The meeting was called to order by Chair Duncan Colter at 7:04 p.m.

Health Agent Report:

1. **Food establishment inspections:** Claudia conducted 4 food establishment inspections on 3/25/2013 with Susan Clark and Chris Lucas accompanying her as observers: Curtis House B & B (Gloria Pacosa), Neighbors, Elmers, and the Inn at Norton Hill B & B. Previously Claudia inspected South Face Farm. Claudia plans to do more inspections next week. Claudia hasn't inspected Sanderson Academy yet because she needs to schedule it when the dishwashing equipment is being used.
2. **Day Camp (Earthwork):** Claudia has had some correspondence with Dave Williams from the state Public Health Dept. Claudia has been trying to reach the operators of the day camp by telephone and has left several messages for them, with no response from them as of yet. Dave Williams instructed Claudia that if the camp is only operating for a week in April, this is not such a big deal, but if they will also be operating in Ashfield in the summer, they definitely need to be inspected and permitted. If they are using state forest or trustees of preservation land, Claudia was instructed that the forestry dept. or trustees need to be contacted. The website for the day camp does not list any summer sessions for Ashfield. If Claudia does not hear from the operators, she will follow up with a letter to them.
3. **The Tavern, housing inspection report for Diana Gruenewald:** Claudia has been trying to track down a copy of this from an inspection done by the housing authority. The housing authority is going to send her a copy.
4. **MAVEN:** Claudia is still working on online MAVEN training. Susan sent in her enrollment by FAX today in order to do the online training as well.
5. **Ashfield House, Apt. 16:** BOH received correspondence from Debra Nicholson with questions about an inspection conducted by Claudia. Debra

had a question about whether there was an Ashfield Housing Authority and Claudia stated that she made a mistake and meant to write the Ashfield House, not Housing Authority, so no, there is no Housing Authority in Ashfield. Claudia stated that she conducted a pre-rental inspection which checks for minimum standards for habitation and that the apartment met minimum standards in her estimation. Regarding lead paint, Claudia stated that she was not informed if any children under 6 years old would be living in the apt. Ms. Nicholson asked about the outside chimney flashing in her correspondence. Claudia stated that she believes that if the chimney/flashing is over a certain height from the ground (50 ft.?), it's not considered a hazard. Claudia stated that the natural light and square footage in Apt. 16 appeared to be alright, although the bedrooms were odd-shaped, with a sloped ceiling. Claudia stated that the protocol for questions about this apt. should be addressed firstly with the landlord or the governing entity which oversees the building.

6. **Education session:** Claudia expressed an interest in providing some public health training to the BOH and the public, possibly on a once a month basis. There was some discussion about this and it was decided that on May 7, 2013, Claudia will conduct training for the public and the BOH at 6:00 p.m. (before the regularly scheduled BOH meeting) on what a BOH does. Some other topic ideas are West Nile virus and EEE, Lyme disease and Babesiosis. Claudia gave Susan a couple of CD's on bioterrorism and animals and chemical and biological awareness. Claudia will charge \$25 per hour for conducting training.

Minutes:

3/8/2012, Open Meeting: the minutes were reviewed with the revisions as previously discussed and there were no further corrections. Joanne Ostrowski made a motion that the minutes be approved with the revisions. Susan Clark seconded the motion and the motion was passed unanimously.

3/8/2012, Executive Session: Joanne Ostrowski made a motion to accept the 3/8/2012 Executive Session revised minutes. Susan Clark seconded the motion and the motion was passed unanimously.

3/5/2013: Correction, page 3, under "Document Request Tracking Form", Ostrowskiand, add a space between these two words. Joanne Ostrowski made a motion to accept the minutes of the 3/5/2013 meeting with the one correction noted above. Susan Clark seconded the motion and the motion passed unanimously.

3/12/2013 Open Meeting: Susan Clark made a motion to accept the minutes. Duncan Colter seconded the motion and the motion passed with 2 aye votes and 1 abstention.

3/12/2013 Executive Session: Susan Clark moved to accept the minutes of the meeting. Duncan Colter seconded the motion and the motion passed with 2 aye votes and 1 abstention.

3/19/2013 Open Meeting: Susan Clark moved to accept the minutes. Joanne Ostrowski seconded the motion and the motion passed unanimously.

Mail & Correspondence:

1. Sanderson Academy Zephyr News (2/2013): BOH was thanked by Sanderson for its donation following the use of the building for the Flu Shot Clinic.
2. Anna Fessenden: Anna sent in a copy of her state licensure for her bread baking business.
3. Checks for Food Service permits: 4 checks were received
4. Claudia Lucas' invoice for services
5. FRCOG: invoice for food inspection forms (\$0.89 apiece, plus postage=\$94.49)
6. WWTF: groundwater permit daily log sheet to be filed
7. TB tip sheet from William Hinton State Lab Institute
8. South Face Farm: check for food service permit
9. FRCOG: invoice for \$2000 for FDA food standard program. This is the paperwork for Laura and is not to be paid until the BOH receives the funding from the FDA.

Old Business:

Document Storage Policy: Susan brought the draft of the document which needs some additional corrections. She will make the corrections and bring the document back to the next meeting.

Flu Clinic: Susan informed the BOH that an email has been received detailing the cost of vaccine doses. The town has not had to pay for its vaccine in the past. Susan agreed to send an email to Lois Ciccone to ask about this.

Sharps:

Tom Poissant sent Duncan some emails re. disposal of sharps which he tried to forward to BOH which didn't come through due to some technical problems. There was a discussion about the implementation of MGL from July 2012, prohibiting the disposal of sharps in the regular trash. Claudia explained that Southampton has a box at the fire station for the disposal of sharps. Duncan agreed to talk to Mike Rock at Hilltown Ambulance about how he could be of assistance to us in obtaining

sharps disposal containers, etc. There was some discussion about how many containers would be needed for individuals. Susan was told last year by Franklin County Solid Waste Management that based on Ashfield's population, there are probably 50 people in town using syringes and sharps (4%). Susan quoted some disposal costs from last year from Stericycle. Claudia agreed to contact some area towns to see what they are doing to comply with the law. Susan agreed to contact Stericycle re. up to date costs of disposal. Susan printed out some info. from the State about sharps disposal and Ashfield is listed as using West County Physicians (WCP). Susan called WCP and the person who answered the phone didn't know anything about the program and advised that WCP be called back next week. There was some discussion about the use of the transfer station as a drop off point, and the fact that this was not the best option for various reasons. There was also discussion of the possibility of securing a box in the police station which could be locked up in the station when not in use.

FDA grant program: Joanne read aloud the invoice letter from FRCOG re. the fact that they were no longer going to participate in the program due to the long lag time in getting the money from FDA, etc. and FRCOG will no longer be participating in the program. Administration of this program will be shifted to another federal agency. Joanne asked if the BOH knew that there was supposed to be a 5 year commitment to the program standards.

Public Comments: Chair called for public comments. There were none.

Adjournment: Joanne Ostrowski made a motion to adjourn the meeting. Susan Clark seconded the motion and the motion passed unanimously. The meeting was adjourned at 8:45 p.m.

Next meeting: Tuesday, April 16, 2013 7:00 p.m. Ashfield Town Hall

Respectfully submitted by Susan Clark

Document List:

FRCOG invoice

Document Storage Policy draft