

BOARD OF HEALTH
April 16, 2013
Ashfield Town Hall

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

Guests: Paulette Leukhardt, Suzanne Corbett, Brian Clark, Debra Nicholson, Betty Stewart

Health Agents: not present

The meeting was called to order by the chair at 7:06 p.m. The following recording devices were noted: Paulette Leukhardt (4 audiorecorders), Susan Clark (2 audiorecorders), and Suzanne Corbett (1 videorecorder).

Health Agent Report: Claudia Lucas was not present but had emailed information on her activities, including an invoice for her services. She has conducted several food service establishment inspections. She conducted an inspection for a pasteurization permit for Sidehill Farm since they are still pasteurizing their milk in Ashfield. Sidehill Farm paid her in cash so she will bring the cash to the next meeting. She has some upcoming inspections scheduled including Sanderson, Bob Stallknecht for a residential kitchen, etc. Corner Porches is no longer a B & B. She contacted the Earthworks day camp people and they are not conducting any day camp sessions in Ashfield this summer. Joanne had some clippings re. Earthworks programs, and she spoke to her neighbor whose son is attending an Earthworks program at Sanderson during one of the half day sessions. Claudia talked to a few towns about sharps disposal and mostly she discovered that area towns have sharps disposal days. Claudia will provide a write up about the proposed training. Claudia may have a conflict with the May 7th meeting and may want to schedule it for a different day. Claudia is available on Thursday, May 9th. It was agreed that May 9th at 6:00 p.m. would work. Susan also talked to Claudia about doing a presentation to the Farmers' Market vendors. Susan agreed to email Cecilia VanDriesche about which vendors will be participating.

Minutes of 3/26/2013:

Page 2: "Lymes disease" should be correctly spelled as "Lyme"

Page 4, third line: "there were" should be "there are"

Motion: Joanne Ostrowski made a motion to accept the minutes of the 3/26/2013 meeting with the two corrections as noted above. Susan Clark seconded the motion and the motion was passed unanimously.

Sharps Disposal: Duncan received a memo from Mike Rock at Highland Ambulance, and subsequently has ordered 50 one gallon sharps containers through Highland Ambulance at \$4.39 apiece. Susan agreed to put something in the May issue of the Ashfield News detailing the availability of sharps containers. It was agreed that the BOH will not charge for the first order of containers, but will revisit this issue as needed. Duncan has established an account with Stericycle and they have shipped a box to the BOH for disposal of sharps containers. There was some discussion about the best place for storage of the box which must be locked up. Duncan has spoken with Police Chief Droney about possibly keeping the box in the police dept and will talk to him some more. Duncan was thinking about a once a year pick up of the main collection container which apparently costs about \$250 per pick up. Duncan also agreed to talk to Ann Dunne about keeping the 50 one gallon containers in the Town Hall office for residents to come in and pick up. Duncan agreed to talk to Stericycle about whether containers such as detergent bottles can be placed in the collection box.

Flu Shot Clinic: There was some discussion about the State's emails regarding towns paying for their flu vaccines. Susan agreed to call McKesson re. 120 doses of vaccine.

Document Storage Policy: Susan brought the corrected copy of the draft policy. There was also discussion about keeping a notebook of documents on top of the BOH filing cabinet as well as keeping one in the locked cabinet. Duncan agreed to talk to Ann Dunne about this.

FDA Grant question: Joanne once again brought up the question about whether the BOH was aware that the FDA grant was a 5 year commitment, which Joanne claimed was in the literature which we were initially given. Duncan stated that he thought that FRCOG was going to continue to apply for grant money for five years. FRCOG has subsequently sent out an email indicating that they will not be participating any longer, although towns are free to apply for the FDA money independently.

Dog Feces: There was brief discussion about continuing issues with residents not cleaning up after their dogs on Main St. and in the cemetery on Baptist Corner Road. Anna Fessenden had a letter published in the Ashfield News about this problem.

Cats: Joanne brought up the issue of cats from the Dodson building. Apparently cats from this building are entering the historical society barn and neighbor Mrs. Gambino's porch and spraying. Joanne wanted to give the BOH a heads up on this issue as we may be hearing from them. The historical society may try to secure the barn to prevent access to the cats.

BOH Laptop Computer: Joanne currently has the laptop and she will clean up anything personal on it and leave it with Ann Dunne by the end of April since she is leaving office.

Mail & Correspondence:

1. Box from Stericycle for disposal of sharps containers.
2. WWTF reports to be filed
3. Gloria Pacosa- email from Gloria documenting her completion of allergen training for her B & B permit
4. Crocker Communications: CD
5. Revised Financial statement for BOH Account: revised statement because Duncan transposed some numbers in filling out the voucher form which needed to be corrected.

EXCEL Spreadsheet for Food Service Inspections: Susan brought an updated print out of food inspections. Joanne had a question about why the Community Hall kitchen has to be inspected again. Susan agreed to ask Claudia about this.

Public Comment: Betty Stewart shared information regarding Earthworks (the same group doing day camps in area towns) and the program that they conduct at Sanderson Academy which is under the auspices of the PTO. Betty stated that the kids bring their own snacks for outdoor programs and the PTO provides indoor snacks. Betty also reiterated her concern about people not cleaning up after their dogs.

FDA Program: Joanne again brought up her concerns about the FDA grant program. Some discussion ensued.

Motion: Motion was made by Susan Clark to adjourn the meeting. Motion seconded by Duncan Colter. Motion was passed by Susan and Duncan. Joanne left the meeting without voting to adjourn.

Next meeting May 9, 2013 at 6:00 p.m.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted by Susan Clark