

**ASHFIELD BOARD OF HEALTH
TOWN HALL
May 21, 2013**

Members Present: Duncan Colter, chair, Susan Clark, Shelly Carter

Health Agents Present: none

Health Agents Absent: Claudia Lucas, Carl Nelke

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

The meeting was called to order by the chair at 7:04 p.m. The following recording devices were noted: Susan Clark for the BOH (one audio recorder), Brian Clark (one video recorder), Paulette Leukhardt (three audio recorders)

The Board of Health welcomed Shelly Carter to the Board of Health as our most recently elected member.

Health Agent Reports:

Neither health agent was able to attend the meeting, though both submitted emails with details of their recent work. These emails are attached to these minutes. There was some brief discussion about a home which might need to either replace their septic system or hook up with the town sewer. At this point, there is nothing for the BOH to do, because the homeowner will need to make some decisions about their next move. Susan had some questions about the Park Commission's water testing of the beach before opening on Memorial Day weekend. Susan will contact Nina Coler about this.

Minutes: The minutes of the May 9, 2013 meeting were reviewed. There were no corrections.

Motion: Susan made a motion to approve the minutes, Duncan seconded the motion. The minutes were approved with Susan and Duncan voting in favor, and Shelly abstaining.

Sharps Disposal: Duncan spoke to Chief Dronney who is apparently fine with the sharps collection box being located in his office. There was discussion of contracting with Stericycle for pick-up of the collection box. Susan had spoken to Allison, the nurse at Dr. Warner's office, and Allison said that they only have a pick-up of their collection box twice a year, so Ashfield probably will only have to do this once a year. **Motion:** Susan made a motion that the Board of Health contract with Stericycle for collection of sharps, needles and syringes. Shelly seconded the motion and the motion was passed unanimously.

Flu Shot Clinic: Susan reported that she is still working on registering Ashfield on the Massachusetts Immunization Information System (MIIS) and will have this process completed as soon as some papers are signed by Dr. Warner and sent to the state. Duncan brought up the subject of some donated syringes which might possibly be used for the flu shot clinic. A town employee spoke to Duncan about donating some syringes used for insulin injection which were unused. After a brief discussion, Shelly stated that syringes for insulin are for subcutaneous use whereas syringes for flu shots are intramuscular and therefore a different type of syringe. Shelly agreed to check on what is the best course of action in disposing of these syringes. The possible donation of the insulin syringes would not be of use to the flu shot clinic. Duncan will decline the donation.

Open Space & Recreation Plan: Alan Rice of the Planning Board had presented a draft of the proposed OSRP plan. The BOH reviewed the plan and Duncan and Susan agreed that we didn't have anything further to add to the OSRP.

Mailbox: The items in the mailbox were reviewed and many of them will be filed by Duncan and Susan.

OML Complaint Update: There were two letters from the AG's office regarding OML complaint follow up. The AG's office was requesting further documents, audio recordings, etc. The deadline for submission of these additional items was stated as June 5, 2013. Since the BOH was not planning another meeting until June 11, 2013, Susan agreed to respond to both of the AG's letters. In one case, the BOH discussed requesting an extension, since the deadline was imminent. Susan agreed to call Hanne Rush of the AG's office about the extension.

Mail:

1. Paperwork for Shelly Carter: W-4 form, etc.
2. Training Notices: Medical Marijuana workshop at FRCOG on 5/29 6 - 8 p.m.
Bedbug workshop at FRCOG on 6/10 6 - 8 p.m.
3. Statements of fees for inspections done by Carl Nelke
4. Attorney General's office letter, dated 5/8/2013, re. OML complaint 1/22/2013 meeting. Requests for additional documents, etc. on or before 5/22/2013. Susan will contact Hanne Rush re. an extension as stated above.
5. Attorney General's office letter, dated 5/15/2013, re. OML complaint. Susan to follow up with additional documents, recordings, etc.

Upcoming Meetings: There was some discussion regarding the best days and times for future BOH meetings. Tuesdays generally work for Shelly, though an earlier time than 7:00 p.m. is preferable. BOH agreed to try meeting at 5:30 p.m. and the next meeting will be June 4, 2013.

Board of Health notebook: Susan will pass on the BOH notebook to Shelly.

Ethics Test and Swearing In: Shelly completed both.

Reinspection of Apt. D, Ashfield House: This will occur on June 3, 2013 at 11:00 a.m.

Possible Release of Executive Session minutes (March 8, 2012 and March 12, 2013): Susan asked that Duncan add this to the agenda for the next meeting, as to whether the most recent executive session minutes can now be made public.

Laptop: Joanne hasn't returned the BOH laptop yet. Mary Fitz-Gibbon will be calling Joanne about this. Susan will also call Joanne about the laptop and the keys (??) for the filing cabinet.

Farmers' Market: Susan agreed to contact Claudia about where she is at regarding vendors at the Farmers' Market. There was a brief discussion to bring Shelly up to speed on who needs to be permitted at the Farmers' Market.

Public Comment: Debra Nicholson had some questions regarding the letters received by the BOH from the AG's office at the last meeting. The letters in question were copies of letters which the AG's office sent to Debra Nicholson, acknowledging receipt of her complaints.

Motion: Duncan made a motion to adjourn the meeting. Susan seconded the motion and the motion was passed unanimously. The meeting was adjourned at 8:06 p.m.

Respectfully submitted by Susan Clark

Document List:

Attorney General's office letter, dated 5/8/2013
Attorney General's office letter, dated 5/15/2013
Carl Nelke's email re. work completed
Claudia Lucas' email re. work completed