

BOARD OF HEALTH
February 19, 2013

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

Health Agents present: Claudia Lucas

Guests: Paulette Leukhardt, Betty Stewart, Debra Nicholson, Brian Clark, Chris Lucas

Meeting called to order by Duncan Colter at 7:10 p.m. The following people audiotaped the meeting: Susan Clark (1 recorder) and Paulette Leukardt (2 recorders)

Health Agent Report:

Food Inspection Forms: Claudia contacted Glen Ayers at FRCOG to get 100 food inspection forms at 68 cents apiece. Glen told Claudia that the FDA has more grant money available and that he will keep her informed about this.

Food Establishment Inspections: Claudia is in the process of sending letters to all food establishments and residential kitchens to schedule upcoming inspections. Discussion ensued about requiring payment of permit fees by the food establishments at the time of inspection, before permits are issued. The number of inspections per year per establishment was also discussed. The four regularly opened food establishments are to be inspected twice a year (Elmer's, the Ashfield Lakehouse, Neighbors & Countrpie Pizza), and other establishments are to be inspected once a year. Claudia's draft letter was reviewed as well as the permit fee schedule. Claudia stated that Ashfield's fees are lower than Worthington's or Southampton's.

Motion: Joanne Ostrowski made a motion that Claudia's draft letter to food establishments be approved with noted corrections and that the fees be paid at the time of inspection with permits issued following payment. Susan Clark seconded the motion and the motion was passed unanimously.

Minutes of January 22, 2013 meeting:

The following corrections were noted:

Page 1, change spelling of "Ferrink" to "Ferenc" in two places

Page 2, add period (.) after "Executive Session" and before "Suzanne"

Page 5, second line from the top, change "Duncan stated that at this time, that is a moot point" to "Duncan stated that Debra Nicholson's statement is a moot point"

Page 5, 10 lines from the top, change "Joanne stated that feels" to "Joanne stated that she feels"

Motion was made by Susan Clark to accept the minutes of the January 22, 2013 meeting with the corrections noted above. Joanne Ostrowski seconded the motion and it was passed unanimously.

Minutes of February 5, 2013 meeting:

The following corrections were noted:

Page 1, change "Recorders were from" to "Recording were".

Page 1, under Claudia, 4 lines down, cross out "the" at the end of the line.

Page 1, last paragraph, change "asked what the" to "pointed out what the obvious".

Page 1, 4th line from the bottom, cross out "in an email"

Page 1, 3rd line from the bottom, cross out the extra "that"

Page 2, 3rd line from the top, change "Joanne asked about the cost" to "Joanne asked about the cost of the state forms;"

Page 2, 7th line from the top, change "the form" to "the new forms".

Page 2, delete "Joanne had to check?"

Page 2, to "Joanne wants Claudia to give more detail on her invoices and wants her to categorize what she is doing," add " and to record the time spent on the detail."

Page 2, remove "Claudia asked if the BOH?"

Page 2, remove "Duncan asked if they could move along."

Page 3, remove "Joanne mumble something- said she was joking."

Page 3, change "Joanne has new business about policy but will wait." to "Joanne has new business about a policy proposal but will wait."

Page 3, third paragraph from the bottom, cross out "The select board did agree more or less and then" and replace it with "The Selectboard resolved the issue on 1/23/2013 and thus" Joanne would like to listen to the tape of the meeting to clarify this paragraph.

It was agreed to table a vote to approve the 2/5/2013 minutes until Joanne can listen to the tape recording on this one section on page 3.

Document Request Issues:

Kachina Yuryan: Kachina Yuryan sent an email to Town Hall requesting access to Selectboard and BOH records. Susan agreed to email Kachina and offer to meet at Town Hall this week to provide access to BOH records for Kachina.

Debra Nicholson: Susan agreed to respond to Debra Nicholson's most recent document request.

Draft Form for Tracking Document Requests: Susan will make the changes and additions that were suggested at the 1/22/2013 meeting and bring the revised draft to the next meeting.

Catalog of Food Service Resources: Joanne shared this catalog with Claudia and suggested that there may be some free posters, brochures, etc. available from the State.

Budget: Duncan reported that he submitted a level-funded budget. Duncan asked for BOH comments on whether we should ask for more funding to add a visiting nurse service. BOH discussed this and felt that this was not the time to ask for more money for such a service due to Ashfield's increase in its financial obligation to the schools. There was some discussion about whether our expenses for health agents will increase in the next fiscal year. The BOH will appear in March before the Finance Committee and Selectboard.

Annual Report: Joanne would like Duncan to include information on the Flu Shot Clinic with the Annual Report. BOH received 120 doses of flu vaccine from the state and administered approximately 112 flu shots.

Flu Shot Clinic: All required information has been faxed to the state regarding the 11/2012 flu shot clinic. There was some discussion about records retention and Joanne stated that she and Susan discussed what to retain and threw some stuff out, outside of the BOH meeting. Joanne found out that 7 years' worth of records needs to be retained. Susan agreed to send an email to Lois Ciccone to find out about flu shot records retention, whether that includes just the number of doses administered or the names of the people receiving the vaccines.

Mail and Correspondence:

1. Document request from Debra Nicholson
2. MA Health and Human Services: letter regarding nominating TB heroes

3. Copy of Attorney General letter dated 2/13/2013 to Suzanne Corbett acknowledging that the AG has received BOH response to her complaint of 1/10/2013
4. Copy of Attorney General letter dated 2/7/2013 to Suzanne Corbett acknowledging that the AG has received BOH response to her 1/3/2013 allegation
5. Attorney General letter of 2/11/2013 to BOH re. AG findings on 3 Open Meeting Law violation allegations regarding Executive Session of 3/8/2012.
6. Letter from Debra Nicholson of 1/29/2013 regarding Susan Clark

Old Business:

Minutes of 12/11/12: Joanne stated that she would like to make an addendum to the minutes of 12/11/12, page 3. Under Mary Fitz-Gibbon the date noted (6/10/2012) should be 7/10/2012.

Cosimo Ferrante: Joanne would like to pursue a signed agreement with Cosimo Ferrante which we have asked him for in the past. Susan agreed to send him another email.

The Tavern: Joanne asked if Duncan had talked to the Zoning Board (ZB) regarding Jack Dunphy's change of use at 495 Main St. Duncan stated that he didn't realize that he was supposed to do so. Joanne proposed that a letter go to the ZB, and Claudia agreed to draft a letter.

Ashfield House Lead Paint Documentation: Joanne asked about lead paint documentation. Susan has documentation for 11 out of 18 apartments. She will clarify if there are additional reports with Tracy Miner.

Policy re. Housing Inspection Fees for Section 8 Housing: Claudia stated that fees can be charged for Section 8 inspections if the BOH has a policy about this. There was some discussion of this. The BOH currently has no policy. Joanne agreed to contact some area towns regarding their policies.

MOU re. FDA grant: There was some discussion from Joanne about identifying two documents from FRCOG that Susan requested from their Finance Director.

Budget: As stated above, Duncan has asked for the same amount as last year. On the BOH expenditure sheet, an item for "Drug/Alcohol Testing" appears. This is not a BOH expenditure. Joanne will contact the Town Accountant to remove this item from the BOH report.

New Business:

Policy for Keeping Documents: Joanne presented a draft policy which will be reviewed at the next BOH meeting.

Spreadsheet for Food Establishment Inspections: Joanne presented a draft spreadsheet for tracking food inspections. This will be discussed at the next meeting.

Rabies Clinic: This is organized by Ann Dunne and will be at the Shelburne Falls Veterinary Clinic on 3/23/2013 from 10 a.m. to noon. Rabies shots will be \$20 per dog.

File Folders: Duncan will get some more file folders from Town Hall staff.

Tape Recorder: Susan reported that she had ordered a tape recorder from Staples on the internet for approximately \$60.00.

Sharps Disposal: We need to continue to investigate this.

Resume from Claudia Lucas: Joanne asked for Claudia to resubmit a resume. Joanne would like to formalize a contract with Claudia. She would also like Carl Nelke's resume.

Public Comment:

Betty Stewart: Betty clarified that Duncan had agreed to talk to the Planning Board and not the Zoning Board. Duncan has spoken with Alan Rice. Betty commented that she is interested to know when all the other pig farmers in Ashfield will be asked to submit to the same conditions as Cosimo Ferrante.

Next Meeting: March 5, 2013 at 7:00 p.m.

Motion to adjourn made by Susan Clark, seconded by Joanne Ostrowski, and passed unanimously. The meeting was adjourned at 9:22 p.m.

Documents:

1. Draft of food establishment inspection letter
2. Document request from Kachina Yuryan
3. Document request from Debra Nicholson
4. Attorney General letter to Suzanne Corbett
5. Attorney General letter to Suzanne Corbett

6. Attorney General letter to BOH re. OML allegations re. 3/8/2012
Executive Session
7. Draft Policy for Document Storage