

**ASHFIELD BOARD OF HEALTH MEETING  
MARCH 5, 2013  
ASHFIELD TOWN HALL**

**BOH Members present:** Duncan Colter, chair, Joanne Ostrowski, Susan Clark

**Health Agents present:** Carl Nelke, Claudia Lucas

**Guests:** Chris Lucas, Betty Stewart, Suzanne Corbett, Brian Clark

The meeting was called to order by the chair at 7:07 p.m. The following recording devices were noted: Susan Clark (2 audio recorders), Suzanne Corbett (2 audio recorders, 1 video recorder)

**Health Agent Reports:**

**Carl Nelke:**

1. 402A Apple Valley Road (Rick Smith): Carl has heard from Rick Smith about his property. A perc. test and layout have been done. Some bulldozer work has been done so an engineer had to amend the elevations.. Jackie Duda did a construction permit application in 2007. The construction permit needs to be redone because it is over two years old.

**Claudia Lucas:**

1. **Food Establishment Inspection notifications:** Claudia has sent out letters to all food establishments notifying them of upcoming inspections.
2. **MAVEN:** This is the Massachusetts Viral Epidemiology website. Claudia has set up an account for Ashfield on the MAVEN system, which is an online system to track communicable diseases state-wide. She is in the process of doing on-line training. One other person on the Board needs to be trained. Susan volunteered and Claudia provided an application for her to proceed with training. When Claudia and Susan have completed on-line training, a state MAVEN employee will come to Ashfield to provide us with onsite training.
3. **Day Camp:** Claudia heard from MA DPH that a complaint has been received about a day camp in Ashfield that does not have a permit to operate. Day camps need to be permitted. Specifically, a parent whose child attended the camp complained that the children were being fed road-kill. MA DPH has requested that Claudia let them take the lead in investigating this situation, but that the BOH be aware of it. Claudia will take action when the DPH directs her to do so.
4. **Zoning Board:** Claudia had agreed to draft a letter to the Zoning Board re. the change of use at the Tavern. She hasn't gotten to this yet.
5. **HUD inspection form for Diana Gruenewald:** Claudia will pursue this.
6. **Food Borne Illness Investigation Training:** Claudia attended training last week.
7. **Infrared Thermometer:** There was some discussion about purchase of an infrared thermometer for conducting food establishment inspections. Claudia currently has access to a thermometer which she can borrow and Susan also has access to one. It was agreed to wait on the purchase until the FDA grant money is received.

**Draft of Spreadsheet for Food Inspections:** Susan presented a draft of an Excel spreadsheet that she created to track food establishment inspections. Claudia will email Susan the list of establishments to be included on the spread sheet.

**Policy re. Fees for Housing Inspections:** Joanne had agreed to contact some area towns to find out about policies on charging fees for housing inspections. Joanne stated that she hasn't gotten to this yet, and would like to put it on the back burner. Duncan reported that he talked to Erin Kirchner who couldn't find any info. on fee schedules for this. Duncan also talked to Jackie Duda and Jackie told him that she had found some documentation on an old computer that Maxine (previous health agent) had done some inspections and charged fees for them, possibly prior to 2005. Jackie told Duncan that it is possible to charge a reasonable fee. There was some discussion about fees when an owner/landlord requests an inspection vs. an inspection requested by a tenant. There was also discussion about development of a policy for fees for housing inspections regardless of whether the housing is subsidized or not.

**Minutes of 2/5/2013 meeting:**

Addition: 3<sup>rd</sup> page, 3<sup>rd</sup> paragraph from bottom: add "for 1/25/2013" at the end of the first sentence and again at the end of the fifth sentence.

**Motion made by Susan Clark to accept the minutes of the 2/5/2013 meeting with the corrections noted in the 2/19/2013 meeting and the additions noted above. Joanne Ostrowski seconded the motion and the motion was passed unanimously.**

**Minutes of 2/19/2013 meeting:**

Additions: 1<sup>st</sup> page, under "Food Establishment Inspections" add: "The four regularly open food establishments are to be inspected twice a year (Elmers, Ashfield Lake House, Nolan's Neighbors and Countrypie Pizza) and other establishments are to be inspected once a year."

**Motion was made by Susan Clark to accept the minutes of the 2/19/2013 meeting with the addition noted above. Joanne Ostrowski seconded the motion and the motion passed unanimously.**

**Attorney General Finding on Open Meeting Law violation allegation:**

Susan brought a letter for Board members to sign addressed to the Attorney General's office to certify that the Board of Health members reviewed the Open Meeting Law guide and the AG's findings were reviewed by all members. It is unclear whether a copy of the revised Executive Session minutes needs to be sent to the AG's office. Susan will talk to Hanne Rush of the AG's office about this. In the meantime, we will sign the letter and prepare to send it to the AG's office.

Revision of the Executive Session minutes of 3/8/2012: The AG's office required the Board to revise the minutes. Discussion ensued. The location of the meeting needs to be added along with the reason for the meeting and the roll call vote. Joanne pointed out that

the regular minutes of the 3/8/2012 meeting will also need to be revised to say, "The BOH took a roll call vote to go into Executive Session for Reason #1. The roll call vote: Duncan Colter-yes, Susan Clark-yes, Joanne Ostrowski-yes."

We also should add a line in the Executive Session minutes stating: "The following information was discussed in Executive Session, but should have waited for open meeting."

There was a question about whether we needed to do a roll call vote to end the Executive Session. Susan agreed to talk to Hanne Rush about this.

It was agreed that in order to meet the AG's 30 day deadline for response to the OML finding, the BOH will meet at the Town Hall on Tuesday, March 12, 2013 at 7:00 p.m. specifically to complete the revision of the Executive Session minutes and for that purpose only.

**Document Request Tracking Form:**

Susan brought the revised draft tracking form to the meeting.

**Motion made by Susan Clark that the Board of Health use the revised Document Request Tracking form. The motion was seconded by Joanne Ostrowski and was passed unanimously.**

**Flu Shot Clinic Retention of Records:** Susan contacted Lois Ciccone of the state immunization department and was told that flu shot records, including the names of those receiving the vaccine, need to be retained for 10 years.

**MIIS:** MIIS is the Massachusetts Immunization Information System and Ashfield must register through this system to obtain additional flu shot doses. Susan is following up on this.

**Document Storage Policy:** Susan retyped Joanne's draft and additional revisions were discussed. Susan will incorporate the revisions and bring the draft to an upcoming meeting.

**Policies:** Joanne proposed that we start a list of possible policies that the BOH needs to develop. She will start a list.

**Mail:**

1. FAX on babesiosis, information sheet
2. Health & Human Services TB tip sheet
3. National Association of Local Boards of Health: flyer on joining the org.
4. MA DPH: copy of letter to Aaron Clark, certifying the farm labor camp for Clark Bros. Orchards
5. MA DEP: notice of non-compliance at the Ashfield Transfer Station
6. Check for \$18.75 for document request of Debra Nicholson, paid by check by Suzanne Corbett

## **Old Business:**

**Budget:** Joanne expressed her concern that Duncan at times disregards her questions, particularly regarding the line item in our budget on alcohol and drug testing. Joanne reported that she checked with Laura Blakesley and Joyce, town accountant, about the line item in the BOH budget regarding alcohol and drug testing. Apparently the alcohol and drug testing is for Highway Dept. employees regarding CDL licensure and is required by the insurance company. It appears on the Board of Health budget for some reason and has for the past several years. Duncan agreed to look into this and find out why it's not on the Highway Dept. budget instead of BOH.

**Cosimo Ferrante's Pig Farm:** Susan brought a copy of the letter which she sent to Cosimo requesting that he sign to agree to comply with the BOH site assignment conditions. No response has yet been received. Joanne expressed frustration that Cosimo has not yet signed this agreement, in light of her concern for liability for Ashfield, and the fact that Mr. Ferrante approached the BOH for support and approval. Betty Stewart was recognized by the chair and stated that she feels that the BOH cannot single out one pig farmer in town if not also imposing the same requirements on other pig farmers as well. Suzanne Corbett expressed that she did not feel that Mr. Ferrante was being singled out. She spoke about the BOH outside Consultant policy having something to do with pig farm inspections. Joanne stated that she wants Betty Stewart to drop this subject.

**Tape Recorder Bill:** Susan submitted a receipt for her purchase of an audio recorder for the BOH in the amount of \$63.74.

**Motion was made to adjourn by Susan Clark and seconded by Joanne Ostrowski. The motion passed unanimously.**

The meeting was adjourned at **9:55 p.m.**

**Next meeting:** Tuesday, March 12, 2013 at 7:00 p.m. at the Ashfield Town Hall.

Respectfully submitted by Susan Clark

**Documents:** Children's Day Camp  
Spreadsheet draft for food inspections  
Letter to AG's office certifying review of OML finding and guide  
Document tracking draft  
Document Storage Policy draft  
Copy of letter sent to Cosimo Ferrante