

Town of Heath
Board of Health
Meeting Minutes from October 5, 2016
Sawyer Hall

BOH members present: Karen Brooks (Chair), Betsy Kovacs, Armand Clavette, Charlie Cornish, and Mike Freeman. Also present, BOH Clerk Gloria Fisher, FRCOG Health Agent Glen Ayers, and Heath Town Clerk Hilma Sumner.

Meeting called to order at 5:03 p.m. by Karen Brooks.

The agenda was reviewed with BOS meeting, Betsy's handouts re: Robert's Rules of Order, lower food booth, handling food permits, unpermitted trailers, and need for new computer added.

Charlie moved, and Mike seconded, to approve the minutes from BOH 9/7/2016 meeting as amended. The vote was unanimous.

Whittemore Spring: The BOH received an e-mail from Ned Wolf, Heath Historical Society, inquiring about placing a sign at Whittemore Spring. Armand moved, and Charlie seconded, to ask Mike to contact Ned to discuss to make sure there is a visible sign indicating water is not potable. Vote was unanimous.

Ledges Rd.: Number 3 is not in land court, so if it is eligible it will be put onto the Brownfields list for Phase I. If it is deemed that a Phase II inspection is needed, permission from the property owner will be required.

Granny Housing, AKA Nonattached Secondary Dwelling: This is different from conservation housing, which makes it a zoning issue. But the BOH does have an interest because a dwelling would need to comply with all BOH regulations and the state sanitary code. Betsy discussed the information session to be held in conjunction with the Planning Board and passed out a draft invitation to town residents. Betsy moved, and Mike seconded, to accept the invitation as edited. She will then get the Planning Board to approve it and then ask Kara to e-mail residents and post it around town. The vote was unanimous.

Updates

Knott Rd.: Discussed the steps it took to find septic info. It was mentioned that Matt Lively may have copies of all the septic plans for systems which his father installed. Betsy moved, and Charlie seconded, to ask Mike to discuss this with Matt and, if he has the plans, to ask him if the BOH could have them to put on file. The vote was unanimous.

EMPG Funding: It was noted that Tim Lively and Sheila Litchfield will put in for grant funding. Board of Health was asked by Tim Lively if we needed/wanted anything added to the grant application. BOH had nothing to add.

Oversight Board Meeting: Betsy noted that the board discussed flu clinics and meetings between boards of health and councils on aging to be held in the spring.

Public Records Law Change: Hilma mentioned that the new laws have not yet been released. An information session for town clerks will be held November 10. Hilma will distribute the new laws when they are ready.

MAPHCO Meeting: Attendees at the meeting were asked to put emergency alerts on town bulletin boards. They also got training for WebEOC.

ServSafe Training: There are new dates and the November 4 meeting has been cancelled. In its place, there will be a training held over three nights in S. Deerfield. Karen asked Betsy to post information about this training in the Community Hall.

Lower Food Booth: Betsy talked to Justin. The structure is fine – meets the requirements for food booths at fairs, and Justin will talk to the operators and determine a means for complying with the Food Code.

Heath Fair Food Permits: Discussed how to handle temporary food permits for the 100th anniversary of the Heath Fair in 2017. Mike moved, and Betsy seconded, that Charlie work with Glen on this to create new, more efficient procedures. Vote was unanimous.

WebEOC: Glen noted that he had reset the password and that the drop down menu no longer existed. He explained what to enter. It was explained that the drills gauge how many people get the message and from which towns. He said should participate in the drills.

146 Colrain Stage Rd.: The property is for sale, and it was noted that it would need a Title 5 and that it had an alternate septic system installed.

228 Route 8A S: Glen will check to see if a deed restriction has been filed.

361 Route 8A N: failed Title 5.

140 Route 8A N: discussed how the septic system will be hooked up.

280 Route 8A N: Mike will check to see if cabin has been taken down.

BOS Meeting: Discussed whether executive session will be held again.

Robert's Rules of Order: Betsy handed out a document on how to run and participate in meetings that included Robert's Rules. Hilma passed out some guidelines that she had put together. Glen said he would provide the BOH with a template for writing minutes and for creating agendas.

Computer: Discussed needing a new computer for the BOH office. Betsy moved, and Charlie seconded, that the BOH buy a new computer. Vote was unanimous. Karen will check into it.

Discussed having BOH members learn the filing system and using the BOH database.

Received a Statement of Work from UMass detailing their tick testing program and an invoice of \$338 for payment. Mike moved, and Charlie seconded, that the BOH approve the SOW and that Karen sign it. Vote was unanimous. Betsy will work on an article for the Heath Herald urging people to have ticks tested and providing info on costs and procedures.

Nurses Report: The report was read and accepted.

Mike moved, and Charlie seconded, to stay in session while meeting with the Select Board and to adjourn from there. Vote was unanimous.

Met with the Select Board in open meeting to discuss recommendations from the BOS to address concerns expressed at the September meeting.

Charlie moved, and Mike seconded, to adjourn. Vote was unanimous. Adjourned at 8:15 p.m.

Documents:

Town Nurse Monthly Report

SOW from UMass for Tick Testing

Complaints and Concerns from Select Board to Board of Health with Suggested Responses/Actions

NMA Board Chairman's Guide

Guidelines from Town Clerk Hilma Sumner

Article from Greenfield Recorder re: Accessory Dwelling Unit Plans

Title 5 Inspections Forms for 62 Ingraham Drive and 17 West Main St.

System Pumping Records for 35 Judd Rd., 148 Sumner Stetson Rd., 219 Rte. 8A S, 16 West Brook Rd., 386 Jacksonville Rd., 62 Ingraham Dr., and 18 Sumner Stetson Rd.

REPC Meeting Highlights from Tim Lively

E-mail from town treasurer Kris Nartowicz re: Brownfields Program for both 3 and 5 Ledges Rd.

Respectfully submitted by Gloria Fisher, BOH Clerk