

TOWN OF SHELBURNE  
NOTICE OF MEETING

**BOARD: Board of Health**

**Date: Tuesday, March 18, 2014**

**Time: 6:00pm**

**Present: Bob Gonzalez, Chair, Deb Coutinho, Rob Hicks**

**Administrative Assist: Liz Kidder**

**Absent: none, Press: none, Audience: none**

**The meeting was called to order at 6:00pm**

**Motion to approve the minutes of was made by Deb and seconded by Bob.**

Vote: 3 in favor, 0 opposed, 0 abstentions

**Poll of audience** – none present

**Appointments** (if any) - none

**Review of phone messages, mail and emails** – Deb reported the budget for next year would be level funded with the 2.5% increase for staff. Referring to a training notice regarding the issuance of burial permits, Deb reported that the current town clerk will be retiring and therefore, the Board may have to appoint someone new to handle burial permits. Deb has done it in the past when Bev was away but the BOH will need to address this when we know who is elected as the new town clerk. For phone messages, Bev noted Dale Jones has called several times in regards to fixing up her house so that it can be rented.

Rob Hicks had a phone message from Dean Schenelly who has plans for putting a regional food pantry in the basement of Cowell Gym. Rob checked with the state and it is the responsible of the local BOH to give permission and it is common practice waive any fees since it is a non-profit organization. The pantry would have to comply with basic food storage requirements. Deb noted that people from several towns would use it and this does have good access with extra parking at Arms Academy. This pantry is currently in the basement of a church in Ashfield.

Deb noted that under the state regulations there have to be two inspections of food facilities each year. Deb is going to take a food inspection training course next week and then she will assist Rob with the inspections. Rob asked about using the FRCOG services program and Deb noted that since the public health nursing contract just tripled, the Selectmen preferred to try to keep the local board handling inspections. The Board noted that this State requirement will double the cost of the permit for food service facilities which could be hard on some of the business.

Deb reported and she and Liz are working on utilizing a MAPHCO mini-grant for emergency preparedness supplies and supplies for the flu clinic. Deb met with Mark Maloni, the new public health planner at the FRCOG, and the other representatives within the Mohawk EDS group -Mike Freeland from Colrain, Duncon Colter from Ashfield. The group demonstrated for Mark Maloni how well the hilltowns are doing as a team. Mark Maloni found out that Plainfield was actually supposed to be part of the Mohawk EDS. Once this is clarified, it may affect our ordering of supplies for the flu clinics and our current grant application may need to be adjusted accordingly. Mark Maloni said that the Mohawk EDS' plan is one of the best and received kudos from the State.

Liz distributed a spreadsheet that she maintains that lists all permits issued and inspections conducted during calendar year.

**Shelburne Annual Report** - The Board reviewed their annual report that was submitted to the Selectmen. The final figures for the flu clinic were even higher than in this report.

**Cooperative Public Health Service Program update** - the budget for the public health nurse through the FRCOG tripled for this next fiscal year. The Selectmen are supporting this program but are not inclined to use other FRCOG services.

Approve: \_\_\_\_\_ Date: \_\_\_\_\_ 1

**Planning Board updates** – Liz reported that the draft Premises Use Wind Energy Bylaw will be presented at Town Meeting. The ZBA has prepared revisions to the sign regulations but the Planning Board is considering whether they are ready to present this year or not.

**Emergency Management Committee update** – Deb reported that this committee should be meeting in April but Deb doesn't have a date yet.

**Inspections** – Deb reported a Title V at DeAngelis property on Bardswell Ferry Road, and Rob has conducted an inspection at La Luncheonette who should be sending a check for \$100. The Board discussed that the revisions in State regulations have increased the amount of time it takes to conduct each food facility inspection.

**Motion that starting in calendar year 2014 the full inspection fees from Food Service Facility Inspections should go to the inspectors.** Moved by Deb and Seconded by Rob.  
Vote: 3 in favor, 0 opposed, 0 abstentions.

Deb noted that there was an informal query about a "room for rent" in Shelburne that is advertised on Air BnB that also serves a continental breakfast. The query was whether didn't that qualify him as a "B&B". Deb researched it and since it is only one room in the house and it's only a continental breakfast that is being served, it does not require inspection as a B&B.

**Permit requests** – permit for Dale Jones on Barnard Road in Shelburne. Deb heard from Jim Hawkins that Dr. Jones is doing everything he has asked her to do to renovate her house. Bob and Deb reviewed her septic plan and determined that the plan needed to be resubmitted identifying a cleanout at the elbow turn between the septic tank and dbox, and that it needs a filter at the outlet "T" of the new septic tank. Dr. Jones will be notified and asked to submit a corrected plan.

**DPH reports** – notice of change in Ice Cream Truck Vendor Regulations. Ice Cream Trucks are permitted in their home town. In each town they operate, they need to get a vendors license.

**Other Business** not reasonably foreseen 48 hours prior to the meeting – none presented.

**Schedule next meeting** – the Board set their next meeting for the third Tuesday in June, the 17<sup>th</sup>.

**Motion to adjourn was made by Deb and seconded by Rob.**  
Vote: 3 in favor, 0 opposed, 0 abstentions.

The meeting was adjourned at 7:30pm.

Respectfully submitted by:

Liz Kidder  
Administrative Assistant