

TOWN OF SHELBURNE  
MINUTES OF MEETING  
Board of Health  
Tuesday, Oct. 22, 2013

A duly posted meeting of the Shelburne Board of Health was held on Tuesday, Oct. 22, 2013 at 6:00 pm.

**Present:** Bob Gonzalez, Chair  
Deborah Vincent-Coutinho  
Rob Hicks

**Absent:**

**Press:**

**Audience:**

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

**Motion to approve the minutes of September 17, 2013 as presented was made by Bob and seconded by Deb.** Vote: 3 in favor, 0 opposed, 0 abstentions

**Poll of audience:** none present.

**Appointments:** none

**Review of phone messages, mail and emails** –Rob discussed a contact from the Solid Waste district regarding the dumpster used by Shelburne restaurants for the disposal of the food waste for composting. Deb had contacted the DPH and said that the BOH supports the continued use of this dumpster for recycling during the farmers market. The use of this dumpster has been very successful and the BOH encourages this to be continued. However, the VFW owns the property on which the dumpster is situated and would like to see it moved. Rob will work on finding another location for it.

**Cooperative Public Health Service Program – Flu Clinic:** There was a flu clinic this morning at the Shelburne Senior Center where about 147 flu shots were administered -- a really good turnout. The next flu clinic is scheduled for Nov. 7<sup>th</sup> at Mohawk, 6-8pm. Lisa White has coordinated all the nurses and Deb is coordinating all the volunteers. The Board has 500 doses of vaccine ordered.

**Planning Board Wind and Solar bylaw update:** Liz reported that the Planning Board is in the awaiting final reports from the Wind Advisory Committee before finishing their draft premises use wind bylaw. The Planning Board is also reviewing the Heath and the Rowe Large Scale Ground-Mounted Solar Energy Facilities bylaws for possible adaptation in Shelburne. Liz noted that the Planning Board is hoping to establish a solar energy advisory committee to help review the solar bylaws but has not had much success in finding volunteers.

**MAPHCO:** Mini-Grant Program FY 2014- Deb and Liz submitted an application for some basic supplies – flu clinic and more heavy duty folding cots available for Colrain, Upper Buckland and Ashfield. We have been approved and have to expend the money by June 2014. Pioneer didn't use their money so that money will be divided up among the other groups, so our EDS may have more money for additional supplies before the end of the year.

**Emergency Management Committee:** due to a posting error, the committee's meeting for earlier today had to be postponed. They are working on a MOA to have Fellowship Hall as an area shelter and working with Trinity Church to use their kitchen to produce food if needed for people in the downtown area.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ 1

**Inspections:** Deb decided not to do a Title V on a house that had burned down on James Bernard Road until a new house is rebuilt. The existing septic system was built quite recently but the Title V inspection will have to wait until the new house has been lived in for several months. Deb has re-inspected the Dragon Hill condos septic system which has been repaired however, they need a new cover which has been ordered and which is being manufactured.

Permit requests

Special Permit Application – Rich Andrew, Mohawk Trail auto service garage. Rich has all his permits and the Board is waiting to finish his file once a map and lot number is assigned to his property.

**Cider Days** – Deb and Liz emailed the Franklin County Chamber mentioning the temporary food service permits that are needed for the event. The information and permit applications are now being received. Rob Hicks will be at Cider Days and will conduct his inspections at that time.

**DPH reports** – The issuance of Burial Permits is now going to be done on the state computer system. Bev Neeley participated in the training. Bev has asked for an official appointment as Burial Agent.

**Move to appoint Bev Neeley, our Town Clerk, as the Shelburne Burial Agent was made by Deb and seconded by Rob.**

Vote: 3 in favor, 0 opposed, 0 abstentions.

**DEP reports-** an application for a repair on the septic system at the bunkhouse at Apex orchard was passed to Bob Gonzalez for review.

**Invoices-**waiting for Bill Jubinville to send in his check for \$575 related to fees for the installation of a new septic system. Deb and Liz will send him a letter if it doesn't arrive soon.

**Trainings & Certifications**

Conflict of Interest online exam – Liz should send a link to this online exam to all board members.

**Other Business not reasonably foreseen 48 hours prior to the meeting-** Deb noted that the Board is still waiting for information from the Munter's engineer. They were supposed to text and email us any of the information they have relative to the finishing of their repair and installation of a filter. Bob had looked at the leechfield but we still need additional information before the BOH will issue a certificate of compliance.

**Schedule next meeting** – the consensus of the Board was to only meet in November or December if needed. Otherwise the next meeting will be January 21, 2014.

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

The meeting was adjourned at 6:38pm

Respectfully submitted,

Liz Kidder  
Administrative Assitant

Approved: \_\_\_\_\_ Date: \_\_\_\_\_