

January 21, 2016
Sterling Board of Health Meeting
Butterick Municipal Building, Room 205
1 Park Street, Sterling, MA 01564

Meeting Minutes

6:34pm Chairman, Allen Hoffman, called the meeting to order.
Gary Menin noted that he was recording the proceedings as an individual and that the recording would be available on the cloud for those who are interested.

Roll Call: Allen Hoffman (Chair)
Gary Menin (BOH Member)
Donna Clark (BOH Member) Absent
David Favreau (BOH Agent)
Kathleen Nickerson (Admin Assist)

Other Attendees: Elaine Heller

Approval of Available Minutes:

December 10, 2016. Gary Menin made a motion to approve as amended; second Allen Hoffman; discussion...none; all in favor.

The Board welcomed Elaine Heller as the Administrative Assistant to support the BOH.

FY2017 Budget Discussion.

The Board reviewed and discussed each line item in the budget. Mr. Favreau forwarded a request from the Animal Inspector to increase his salary from \$1000 to \$1500. However the Board noted that Louis Massa had not previously met with the Board to discuss the reasons for the increase.

Discussion ensued around increasing his salary from \$1000 per year to \$1250 per year. Gary Menin made a motion to increase the Animal Inspector's salary by \$250 per year; Allen Hoffman seconded; discussion...none; all in favor. In the associated discussion, it was requested that the Animal Inspector come before the Board to present/discuss activities for the year 2015 as they relate to time spent during that most current complete year and any related challenges. Agent Favreau to contact Mr. Massa in this regard.

Gary Menin made a motion to approve the FY2017 BOH Budget; Allen Hoffman second; discussion...Gary would like Donna Clark to look at the budget; all in favor.

Future Agenda Items:

- Insurance for licenses - regarding required coverages and assurance that coverage is continuous for any given "Licensee/License" year .

- Executive Sessions - towards assurance that all Board members are aware of the nature of and strategy regarding scheduling of same prior to establishment of the associated agenda item.

7:35pm Gary Menin made a motion to adjourn; Allen Hoffman seconded; discussion...none; all in favor