

TOWN OF SHELBURNE
Minutes of Meeting
Board of Health
Tuesday January 31, 2017

A duly posted meeting of the Shelburne Board of Health was held on Tuesday, January 31, 2017 at 6:00 pm in the meeting room at Shelburne Town Hall, 51 Bridge St., Shelburne Falls, MA.

Present: Bob Gonzalez
Deb Coutinho
Rob Hicks
Administrative Assistant:
Audience:

The meeting was called to order at 6:03 pm.

A motion to approve the minutes of the Shelburne Board of Health October 18, 2016 meeting as written was made by Bob and seconded by Deb.

Vote: 3 in favor, 0 opposed, 0 abstentions

Poll of Audience – no comments.

Appointments – none scheduled.

Special Permit Applications – Molly Cantor is proposing to add a 2 bedroom apartment to the building she wants to build on the former Swann Lot.

GIS Services for Town Boards – Deb reported that the budget for AXIS GIS Services was approved of at the Special Town Meeting in early January. All Board members and residents of the Town will now be able to access assessor's information regarding each property in Town through the Shelburne website. It will be up to the BOH if they wish to have some of their information, such as well and septic system locations, incorporated into a secure data layer or possibly a non-secure data layer.

Public Records Law and Designated RAOs – the Board reviewed an email from Town Clerk Joe Judd regarding the revised Public Records Law and designated *the Clerical Assistant – or do you want Deb?* - as the RAO. It was noted that the Board felt there should be an expense line item in the Town Clerks' budget through which the clerical assistants in Town Hall can be reimbursed if there should be an unusual request for records that requires an exceptional amount of time. The current BOH members, respond to requests throughout the year but these usually only take a few minutes each.

Tobacco Control Program update/authorized agent designation: The Board reviewed an email received from Kelly Constantine at FH-STOPP that requests the Town BOH to appoint and approve both Dennis Lacourse (Compliance Officer) and Dalila Gomes (Tobacco Coordinator) as authorized agents for tobacco related work. Deb reported that the Board has done this in the past and the coordination has worked very well.

Motion to appoint and approve Dennis Lacourse (Compliance Officer) and Dalila Gomes (Tobacco Coordinator) as authorized agents for Board of Health tobacco related work in Shelburne. Motion was made by Deb and seconded by Rob.

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

Cooperative Public Health Services Program – No changes are planned for the coming year.

MAPHCO mini-grant update— the Town has received notice that this year the Mohawk EDS can apply for a \$1210 grant. Deb is working with the other Towns to develop a grant application.

Contract with Town of Greenfield for inspection services – No contract has been received to date but Nicole has been very accessible when contacted.

Planning Board updates – the Planning Board will be holding a public hearing on February 22nd regarding proposed changes to the zoning bylaw that includes revisions/tweaks to definitions, the sign requirements, open space development, parking, the siting of large-scale commercial and industrial facilities, and a moratorium on recreational marijuana facilities. Deb, Bob and Rob reviewed the definition changes being proposed that relate to housing and accommodations for visitors to Town (AirB&B, etc.). Deb said that she met with the Planning Board and noted that the Town had not received any complaints about vacation rentals in Town to date and that the BOH would notify the Planning Board if the Board felt a problem was developing.

Municipal Marijuana update – Deb attended a meeting at the FRCOG that in summary said, the law is still in flux and the Towns have to wait until the State has worked out the implementation issues of the new law. Again, the Planning Board is putting a moratorium on the agenda for the Feb. 22 Public Hearing to start the discussion in Town as to whether or not there are any concerns of Town residents that need to be addressed.

Board of Health budget FY 2017- the same. The Board is going to request 260 hours of clerical help (on average 5 hours/wk instead of 2). The Town is authorizing Boards to request a 2.5% increase in Salary which takes it to \$16.40 which means a request for clerical help of \$4264.00

Motion: Deb moved to request a 2.5% hourly salary increase for the Board of Health Clerical Assistant. Seconded by Bob.
Vote: 2 in favor, 0 opposed, 0 abstentions.

In addition, Deb reported that she reviewed her hourly commitment to the Board of Health based upon her last two years and found that she had spent 77 hours attending regional meetings representing the Town. She is proposing that the Board request a separate line item in the Expense Budget that would allow BOH members to be reimbursed for their time representing the Town at such meetings.

She also presented for discussion the possibility of increasing the administrative time in the Chairman's Stipend or create a position of BOH Administrative Member who gets a larger stipend due to the amount of time spent responding to Town business which is not reimbursed through permit fees. Deb and Liz analyzed how Deb had spent her time over the past year and are proposing to request extra salary for Deb to cover the extensive time she spends doing administrative work that is not covered by permit fees; they are suggesting a stipend for Deb of \$6656. The other BOH member's stipend is \$944/year. There needs to be a discussion with Terry on how to propose this change.

Emergency Management Committee/Shelburne drill update – Deb reported that progress had been made on having Mohawk as an emergency shelter and that there is a shelter drill coming up soon.

Inspections – none discussed.

Permit requests – none.

DPH reports - none.

DEP reports – none. .

Invoices – Liz has been processing the invoices for inspections and people have been responsive.

Training and Certifications –none since the last meeting.

Other Business not reasonably foreseen 48 hours prior to the meeting –nothing presented.

Schedule next meeting –March 21, 2017 at 6:00 pm. [This is the third Tuesday in March]

A motion to adjourn the meeting was made by Deb and seconded by Bob.

Vote: 3 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 7: 32 pm.

Respectfully submitted by:

Liz Kidder
Administrative Assistant

List of Documents:

Spreadsheets identifying inspections completed in 2016
12/22/16 Email from FH-STOPP Program
Selectboard budget packet
Maphco Grant program announcement package
Draft Revisions to the Zoning Bylaw from the Planning Board