

**SPECIAL MEETING OF THE NORTH BROOKFIELD BOARD OF SELECTMEN
REQUESTED BY THE BOARD OF HEALTH**

DATE: AUGUST 6, 2015

TIME: 6:30 PM

LOCATION: OFFICE OF THE BOARD OF HEALTH
215 North Main Street

ATTENDEES: Chairman Eric Hevy, Selectmen Robert Smith and Mary Walter;
Board of Health member John Alphin representing the Board of Health

Mr. Hevy called the meeting to order at 6:33PM

**I. DISCUSSION OF POSTING OF AN ADMINISTRATIVE JOB OPENING ON THE
BOARD OF HEALTH**

A copy of the job description (Attachment #1) was used in the discussion of advertising for the job of Board of Health Director to assure attracting qualified applicants. Selectman Smith objected to the use of the term "Director" in the position title. He stated that the duties of a Director would demand a salary that the Town could not possibly afford based on the FY 2015 budget projections. Mr. Alphin explained that the Board of Health had accepted the job description that was sent from the Committee that had been formed to update job descriptions according to a standard format that was proposed by Kopelman and Paige and revised to encompass the job responsibilities of the employee vacating the Board of Health position.

Mr. Alphin explained that he was trying to utilize a landfill worker who was being trained to handle payroll and other landfill administrative work, but did not feel that the individual being trained would be able to handle all of the requirements necessary to meet the technical needs of the work that the Board of Health does. Mr. Alphin asked what term Mr. Smith would propose in its place. Mr. Smith stated that he understood this to be a Clerk's position. After several minutes of further discussion on this issue, it was not resolved.

There was no question raised regarding the job responsibilities in the description were those of the resigning employee. Briefly discussed were office hours, legal, administrative duties; coordination with State Agencies, landfill supervision and all relevant BOH inspections etc..

Mr. Hevy stated that the job should be posted for 19 hours per week. to reduce the cost of hiring by avoiding the cost of benefits. Mr. Alphin was not certain that 19 hours would be sufficient, as the current employee frequently worked from home. He also stated that salaries for this position were significantly higher in surrounding communities than in North Brookfield. Mrs. Walter suggested that the job be posted with salary as a

negotiable item pending the qualifications of the candidates. It was agreed that that should be considered.

Mr. Alphin stated that he needed a replacement for the employee for September 1. He was advised to speak to the Selectmen's Administrative Assistant regarding newspaper ads and appropriate wording for the job opening. The Board of Health will pay the cost of publication. Mr. Alphin stated that there were also websites where the job could be posted, which would not cost anything and would probably result in more qualified candidates.

II. PERK TESTS ON LAND TO BE AUCTIONED

Mr. +Hevy asked for the assistance of the Board of Health in inquiring on the cost of perk testing for three properties on Ryan Road that were going to be auctioned in the Fall.

The tests will be paid for from tax title receipts. Mrs. Walter stated that the Board of Health Clerk suggested that Engineer, Jeff Howland who works closely with the Board of Health would be able to assist with making some suggestions. Mr. Alphin stated that he would respond quickly if the Board of Health was mentioned. Mrs. Walter stated that she did have Mr. Howland's phone number and that perhaps calling him during this meeting would help to speed up the process. Mr. Alphin agreed and Mrs. Walter called Mr. Howland and left a message regarding the perk tests.

There being no further business for this meeting Mrs. Walter moved and Mr. Hevy seconded a motion to adjourn the meeting at 8:06 PM.

Respectfully submitted,

Mary Walter
Vice Chairman