

**TOWN OF SHEFFIELD
BOARD OF HEALTH
DECEMBER 9, 2013
CARLTON FRENCH MEETING ROOM
5:30 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Rene Wood
Fred Panitz

Others Present: Jill Hughes, Board Secretary

Members of the public (see sign in sheet)

Chairman P. Cote called the meeting to order at 5:33 pm and welcomed our new member Fred Panitz to the Board.

The Board reviewed draft minutes for the November 12, 2013 meeting. **R. Wood motioned, with a second from S. Smith to accept and approve the November 12, 2013 minutes as written. The motion passed 4-0.**

2014 Organizational Considerations: Chairman Cote welcomed Laura Kittross from the Berkshire Public Health Alliance to the meeting. Laura reviewed the Board's fee schedule for 2014 and a discussion ensued. The BPHA is working on drafting a recommended fee schedule that will be available in the near future. Laura handed out some information about common duties/responsibilities for the local Boards of Health and information about their Public Health Nurse Program and a discussion ensued. Scott Smith will work with the Board's secretary to get some numbers together for inspections for the upcoming budget preparation. The Board thanked Laura for attending the meeting.

R. Wood left the meeting at 6:00 pm to attend the Selectmen's meeting.

Licenses: The Board reviewed and signed the upcoming Board of Health licenses for 2014.

Policy for Sanitation Inspector: The Board reviewed a draft policy on the minimum qualifications for Board of Health Title 5 Inspectors and Perc Test Witnesses and a discussion ensued. **S. Smith motioned, with a second from F. Panitz to approve the draft policy with corrections. The motion passed 3-0.**

Update 730 South Main Street: The Board discussed the March 18, 2013 Order of Condemnation for the property. There has been no word from the owner. A discussion ensued over drafting a letter requesting the status of the property as the one year deadline is approaching.

FY2015 Budget Preparation: The Board reviewed last year's budget. A discussion ensued about preparing the budget at next month's meeting.

Berkshire Public Health Alliance: Laura Kittross was present at the meeting tonight and discussed the Alliance.

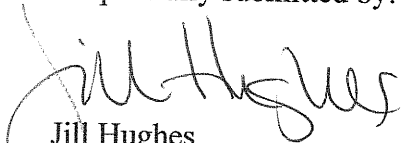
Other Business:

- Race Brook Lodge has started the next phase of their septic system installation on December 5, 2013. S. Smith met with the engineer on site and inspected.
- The Board read and reviewed the mail.
- The Board read an email from the State and a discussion ensued regarding a Mobile Poultry Processing Unit. It was decided that the Board secretary will follow up with the New England Small Farm Institute.

A motion to adjourn was made by S. Smith, with a second from F. Panitz. The motion passed 3-0 and the meeting adjourned at 6:58 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Meeting Agenda; Sign in sheet; November 12, 2013 Draft meeting minutes; BPHA program info; Draft policy for BOH Title 5 Inspectors; March 18, 2013 Order of Condemnation letter; FY2014 Budget info.

Respectfully submitted by:


Jill Hughes
Board of Health Secretary