

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
DECEMBER 27, 2013  
UPSTAIRS MEETING ROOM  
9:30 AM**

Board Members Present: Priscilla B. Cote, Chairman  
Joel Weiss  
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 10:00 am.

FY2015 Budget Preparation: The Board discussed the budget for the upcoming fiscal year. A copy of the number of licenses, septic/Title V inspections and Perc tests was given to the Board to review. The clerk will look at payroll sheets for the last two years to get an average of hours for inspections and Perc tests. The Board reviewed the budget letter from the Town Administrator and a discussion ensued regarding increases in the budget. **F. Panitz motioned, with a second from J. Weiss to have a 2% increase in the budget and an increase under contracted services for a potential health agent (2 hours per week) per the fees of the Berkshire Public Health Alliance. The motion passed 3-0.**

The Board clerk will find out the fees for the Berkshire Public Health Alliance and ask if the fees are different depending on the type of inspection and report back to the Board. The clerk will also follow up on the budget requests that were made to Berkshire Public Health Alliance and the Berkshire Visiting Nurse Association for services.

Update 730 South Main Street: A discussion ensued regarding the condemnation order on the house. **J. Weiss motioned, with a second from F. Panitz to turn the matter over to Town Counsel for disposition. The motion passed 3-0.**

Berkshire Public Health Alliance Recommendation: The Board has not received the information from the Alliance. There was no discussion.

Other Business:

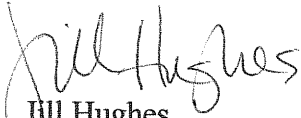
- Harvey property on Shunpike Road. Susan Butler called Chairman Cote to discuss the buildings on the property and the health issue for the Board of Health. A discussion ensued. The Board will draft a letter to Mrs. Butler informing her there is no active public health issue concerning this property.
- Option Institute: The Board received a call from the Dept. of Public Health Office regarding two water tests they received from water samples taken from a pond on the property. The DPH

said it is advertised as a swimming pond on the Institute's website. The Board clerk left a phone message and sent a fax asking Option Institute to contact us.

*A motion to adjourn was made by F. Panitz, with a second from J. Weiss. The motion passed 3-0 and the meeting adjourned at 11:35 am.*

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; FY2015 Budget letter; BOH license information; December 18, 2013 file note re: 730 South Main St.

Respectfully submitted by:



Jill Hughes  
Board of Health Secretary

**Board of Health**

Date: December 27, 2013

**Name – PLEASE PRINT**

**Street, Town**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_