

**TOWN OF SHEFFIELD
BOARD OF HEALTH
AUGUST 12, 2013
UPSTAIRS MEETING ROOM
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Richard Kirchner
Rene Wood
Joel Weiss

Others Present: Jill Hughes, Board Secretary
Members of the public (see sign in sheet)

Chairman P. Cote called the meeting to order at 6:02 pm.

The Board reviewed draft minutes for the July 8, 2013 meeting. *R. Wood motioned, with a second from R. Kirchner to accept and approve the July 8, 2013 minutes as written. The motion passed 5-0.*

Reorganizing: Chairman Cote informed the Board that since new appointments for Fiscal Year 2014 have been made it is time to reorganize the Board. *R. Wood motioned, with a second from J. Weiss to appoint Priscilla Cote as Chairman and Scott Smith as Vice Chairman. The motion passed 5-0.*

Sanitation Inspectors: P. Cote received a letter from Administrator LaBombard asking for a recommendation from the Board for appointments and length of term for Sanitation Inspectors. *R. Wood motioned, with a second from J. Weiss to appoint Richard Kirchner and Scott Smith as Sanitation Inspectors for the Town of Sheffield for a one year term to expire on June 30, 2014. The motion passed 5-0.* Secretary J. Hughes will draft a letter to Administrator LaBombard for Chairman Cote to approve and sign.

WNTAG Update: R. Wood spoke about her participation with the Wind and Noise Technical Advisory Group.

Online Permit Workshop: Chairman Cote and R. Wood both spoke about the workshop they attended. A discussion ensued about online permits for the Board of Health being available in the future.

Update Race Brook Lodge: The Board reviewed a letter of Approval of Alternative Technology for Piloting Use from MassDEP dated July 16, 2013. A discussion ensued. Vice Chairman Smith will review the attachments that were sent.

Update Food Inspections: Chairman Cote informed the Board that our new Food Inspector, Sally Munson has been out introducing herself to the local food establishments. The Board was also informed about an inspection that was conducted by P. Cote, R. Wood and Sally Munson in response to a complaint about a local business.

A discussion ensued. Letters will be sent to the owner and the person who filed the complaint.

Berkshire Public Health Alliance: The next meeting is scheduled for September 12, 2013. Chairman Cote will be attending the meeting.

R. Wood motioned, with a second from R. Kirchner to appoint Priscilla Cote as a representative and Scott Smith as an alternate representative to the Berkshire Public Health Alliance for Fiscal Year 2014. The motion passed 5-0.

Clerk's Report: Board secretary J. Hughes updated the Board on Recreational Camps, Title V inspections, perc tests and food licenses.


Other Business:

- Chairman Cote informed the Board that minutes from meetings will be posted on the website.
- Update on 1434 North Main Street apartment. The Board received an email from the owner advising that nothing new has been done and they will keep us informed.
- Periodic apartment inspections were discussed. The Board will contact Tom Carmody, Building Inspector regarding this issue.
- The Board discussed a Notice of Noncompliance from MassDEP to Berkshire School dated July 22, 2013. A water test sample taken in June tested positive for coliform.
- The Board reviewed and approved the following licenses: Recreational Camp: Fencers Club, Catering license: The Domestic Goddess and Special Event Food License: Purple Dress Events.
- The Board reviewed and approved the following Disposal System Construction Permits with septic plan drawings: 474 Sheffield Egremont Rd, 231 Hulett Hill Rd and 275 Polikoff Rd.

A motion to adjourn was made by R. Wood, with a second from R. Kirchner. The motion passed 5-0 and the meeting adjourned at 6:53 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; July 8, 2013 Draft minutes Board meeting; August 6, 2013 memo from Administrator LaBombard; DEP letter dated July 16, 2013 re: Race Brook Lodge; August 6, 2013 email re: 1434 North Main St; July 22, 2013 DEP/Berkshire School Notice of Noncompliance.

Respectfully submitted by:


Jill Hughes
Board of Health Secretary