

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
NOVEMBER 12, 2013  
CARLTON FRENCH MEETING ROOM  
5:30 PM**

Board Members Present: Priscilla B. Cote, Chairman  
Scott Smith  
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 5:30 pm.

The Board reviewed draft minutes for the October 15, 2013 meeting. *R. Wood motioned, with a second from S. Smith to accept and approve the October 15, 2013 minutes as amended. The motion passed 4-0.*

Fees: The Board reviewed and discussed a draft fee schedule for 2014. *S. Smith motioned, with a second from J. Weiss to accept the fee schedule for 2014 as changed and present it to the Select Board. The motion passed 4-0.*

2014 Organizational Considerations: The Board discussed the possible need for a part-time Sanitarian in the future. Chairman Cote will speak to Laura at the Berkshire Public Health Alliance and get some figures together and will also get a quote for a public health nurse for FY15 for the Board to review.

Criteria for Title V and Perc Test Inspectors: R. Wood drafted a policy and presented it to the Board. A discussion ensued. R. Wood will make the changes that were discussed and will get some information on how to adopt the policy.

Update on Hulett Hill Septic: The Board reviewed the letter Town Counsel wrote in response to the complaint. A discussion ensued.

Update on Main Street Septic: Scott will contact the installer for an update. *R. Wood motioned, with a second from J. Weiss to authorize the Chairman and Vice Chairman to take any action necessary regarding the Silk property septic system between now and our December meeting. The motion passed 4-0.*

Berkshire Public Health Alliance: P. Cote updated the Board on the recent meeting she attended. The Alliance has requested a copy of our fee schedule. A discussion ensued and the Board decided to send the fee schedule for 2014 once it is approved. The Board would like our Food Inspector to contact the Alliance to discuss temporary food licenses.

Clerk's Report: Jill Hughes informed the Board that chokesaver and servsafe training information has been sent to all restaurant and food service establishments in Town. Jill also reported that she received a call from Steve Hallum, DEP well driller program complementing our well permit application.

Other Business:

- The Board read the resignation letter from Richard Kirchner. The Board would like to send Dick a letter of thanks for his many years of service.
- The Board reviewed upcoming meeting notices and read the mail.
- The Board reviewed and signed a vendor warrant.
- R. Wood informed the Board that the Board of Selectmen approved the Board of Health's request for participation in the CIC grant.

**A motion to adjourn was made by R. Wood, with a second from S. Smith. The motion passed 4-0 and the meeting adjourned at 6:40 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; October 15, 2013 Draft meeting minutes; Draft Fee Schedule for 2014; Draft Criteria for Title 5 and Perc Test Inspectors; October 25, 2013 Kopelman & Paige response letter re: Prioletti septic; October 18, 2013 letter to Michael Harvey from ZBA; November 1, 2013 Notice of Public Hearing from Planning Board; October 30, 2013 Notice of Noncompliance to Berkshire School.

Respectfully submitted by:



Jill Hughes  
Board of Health Secretary