

**TOWN OF SHEFFIELD
BOARD OF HEALTH
DECEMBER 8, 2014
TOWN HALL MEETING ROOM
6:00 PM**

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

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

Chairman P. Cote called the meeting to order at 6:00 pm.

Public Hearing – revised draft Tobacco Product Regulation: The Board had two public hearings and received positive feedback from residents and business owners that the Board took into consideration. Anthony Gulotta wrote a letter to the Board thanking them for their hard work. He also stated that the second draft was a big improvement from the first and that he felt it would not hurt local businesses. R. Wood reviewed the changes that were made to the first draft and a discussion ensued. *R. Wood motioned, with a second from S. Smith to adopt the second draft of the Board of Health Tobacco Product Regulation effective January 1, 2015. The motion passed 5-0.*

Hearing: Request for Variance for Septic System Repair 135 Fiddlehead Trail: The Board received a request from Mike Parsons of Kelly, Granger, Parsons & Associates on behalf of the property owner. The Board has already reviewed and approved the septic plan. *S. Smith motioned, with a second from R. Wood to grant the variance for a one foot from 4 to 3 foot separation of the bottom of the SAS to estimated high ground water. The motion passed 5-0.*

Minutes: The Board reviewed draft minutes for the November 10, 2014 meeting. *R. Wood motioned, with a second from S. Smith to approve the November 10, 2014 minutes as written. The motion passed 5-0.*

Food Inspections: The Food Inspector had brought up some concerns regarding collecting payments for inspections. Since her inspections are usually unannounced there is no one there to issue a check. The Board secretary had spoken with the Town Administrator about how to handle the issue and she thought that in January bill for the fall 2014 and spring 2015 inspections and then in July bill for FY2016 (fall & spring inspections). The Board also discussed paying the inspector for her mileage and will ask her to put together a proposal of approximate mileage for the budget. *R. Wood motioned, with a second from S. Smith to follow the Town Administrator's recommendation for billing for food inspections. The motion passed 5-0.*

Recommended Fees on Licenses: The Board reviewed and discussed license fees for 2015. *R. Wood motioned, with a second from F. Panitz to update the January 2014 fee schedule to reflect the changes the Board made in July and to authorize the Chairman to work with the secretary to submit the fee schedule to the Board of Selectmen for their December 15, 2014 meeting. The motion passed 5-0.*

R. Wood motioned, with a second from F. Panitz to amend her motion to include the Title V fees to be reviewed by Scott Smith. The motion passed 5-0.

Draft Report to DPH on Food Safety Equipment Grant: R. Wood informed the Board about the draft report that she worked on that needs to be submitted to the DPH as part of the requirement for receiving the grant. The report was sent to Chairman Cote and Food Inspector Sally Munson for review and comments. *R. Wood motioned, with a second from S. Smith for the Board to authorize Chairman Cote to work with the Food Inspector and the Board secretary on the report and to submit it to DPH on time. The motion passed 5-0.*

Sharps Recycling Update: R. Wood spoke to the Town Administrator about the suggestion that was made at the last meeting regarding the sharps disposal container being placed at Town Hall instead of the Transfer Station. Administrator LaBombard was open to having the container here. Resident Jim Collingwood, Jr. who owns JTC spoke about the needles they find in the transfer station trash that go through the compactor. Mr. Collingwood felt that in addition to a container at the Town Hall there also be one placed at the transfer station. The Board thanked Mr. Collingwood for his input. R. Wood and F. Panitz will look into the cost and will discuss at a future meeting.

Rental Property Inspections: Chairman Cote spoke about rental property inspections and the requirement that they be inspected once every 5 years and it is the property owner's responsibility to request this inspection with the Building Inspector. A discussion ensued about the responsibilities of the Board of Health regarding these inspections and about sending an informational letter to owners. *S. Smith motioned, with a second from R. Wood that Rene Wood work on a draft informational letter to be reviewed at the next meeting. The motion passed 5-0.*

Budget FY2016: Chairman Cote discussed the budget for the upcoming fiscal year. R. Wood volunteered to work with Chairman Cote on the budget to be reviewed at the January meeting.

Upcoming Conferences: Chairman Cote noted there were no conferences on the agenda and S. Smith indicated he would be able to attend the December 11th BPHA meeting.

Berkshire Public Health Alliance: Chairman Cote will ask the Alliance and the BVNA for a list of programs and for a proposal for public health services. The Board read and discussed a letter they received from the Town Administrator in response to the letter they

sent regarding public health services. R. Wood stated she feels the Board should make a recommendation to the Board of Selectmen regarding these services.

Clerk's Report: The Board was informed about a voicemail left by school Superintendent David Hastings regarding water test reports they received and asking for the Board to write a letter regarding the water. The Board decided to have J. Hughes contact the school and inform them that such a letter needs to come from MassDEP, since that is where the original order regarding the water came from.

Chairman Cote stated that the Board received a letter from MassDEP in response to the letter they sent regarding the manganese health advisory in public drinking water.

R. Wood motioned, with a second from S. Smith to adjourn the meeting. The motion passed 5-0.

The meeting adjourned at 7:00 pm.

Respectfully submitted by:



Jill Hughes

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; 11/10/14 draft meeting minutes; Draft Tobacco Product Regulations; Memo regarding food inspections; 2014 License fee schedule; 12/2/14 letter from Town Administrator regarding public health services.