

**TOWN OF SHEFFIELD
BOARD OF HEALTH
JUNE 9, 2014
DOWNSTAIRS MEETING ROOM
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Rene Wood
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 6:00 pm.

The Board reviewed draft minutes for the May 13, 2014 meeting. *R. Wood motioned, with a second from S. Smith to accept and approve the May 13, 2014 minutes as written. The motion passed 5-0.*

Alternate Title V Inspector: S. Smith recommended Willie Wilkinson as the alternate Title V Inspector in case he is unavailable or there is a conflict. Mr. Wilkinson has experience with installing and inspecting septic systems, but does not hold a current Title V Inspectors license. R. Wood stated that in our policy having a current license is one of the requirements. S. Smith mentioned that Mr. Wilkinson meets the other criteria and that the Board currently does not have an alternate Inspector other than hiring the Health Alliance. R. Wood suggested that Chairman Cote and S. Smith look at the policy again before considering Mr. Wilkinson and a discussion ensued. *R. Wood motioned, with a second from F. Panitz for Chairman Cote and S. Smith to reevaluate the Sanitation Inspector policy and adjust it if needed to bring back to the Board and to temporary appoint Mr. Wilkinson for a 45 day period. The motion passed 4-1.*

R. Wood would like a letter with his qualifications listed from Mr. Wilkinson. S. Smith did not agree and stated that the Board should use the Health Alliance.

Food Waste Collection: A brief update was given by R. Wood. The matter was deferred.

Smoking Policy/E-Cigarettes: The Board reviewed a sample regulation restricting the sale of tobacco products from C. Sabarro. R. Wood stated that the policy can be modified to fit the Board's needs and a discussion ensued. F. Panitz offered to work with R. Wood on revising the policy and bring it back to the next Board meeting. *R. Wood motioned, with a second from S. Smith for the Board to authorize herself and F. Panitz to work on the smoking policy and bring a revised draft back to the Board. The motion passed 5-0.*

Tenant/Landlord Inspection Policy: Chairman Cote had spoken to Charlie Kaniecki about the matter. He suggested the Board contact the Town of Williamstown who sent us

their policy for the Board to review for routine inspections on rental properties. R. Wood stated that more work needs to be done on the policy and a list of rental properties in town would be helpful. Chairman Cote is willing to work on this and will contact the Assessor's office for a list of units in town.

Tablets for Inspectors: The Board has previously discussed purchasing tablets for the Sanitation and Health Inspector to use in the field. A discussion ensued about purchasing tablets for the Board to use at meetings to review documents so they could cut down on the amount of paper they currently use. The Board secretary will find out how much money is left in the budget for FY14. *R. Wood motioned, with a second from S. Smith to look into purchasing a Kindle or low cost tablet to view pdf files for the Sanitation and Health Inspector at no more than \$175.00 per device and if additional funds are available to purchase low cost tablets for the other members of the Board. The motion passed 5-0.*

Receivership Program: A brief update was provided by Chairman Cote. The matter was deferred to the next meeting.

Hygiena System: An update was provided by F. Panitz. The purpose of the Hygiena system is to check if facilities are as clean as they should be. It tests for contamination on surfaces and the results are immediate. The cost is approximately \$1,200.00 plus the cost of the swabs. A discussion ensued about the possibility of sharing the equipment with another town. R. Wood offered to call area Boards of Health in South County as far as Pittsfield to see if they have any experience using the device.

Complaints/House Inspections: Chairman Cote informed the Board that we have received several complaints in the last week from residents. A resident on Clayton Road wrote a letter of concern for a neighbor about a possible hoarding issue. A discussion ensued and it was decided that it is not a health issue, but that if new information comes up the Board would revisit the issue.

A complaint was received from a resident on Berkshire School Road about trash in the neighbor's yard. The house was recently sold and the new owner is gutting the interior of the house and the debris is all over the yard. The Fire Department was called because they were burning the trash over the weekend. S. Smith asked Building Inspector Tom Carmody who was present if the owner has a building permit. Mr. Carmody responded that they do. Chairman Cote drove by the residence and noticed that the debris was being cleaned up and hauled away. She will contact the resident who filed the complaint and give them an update.

A complaint was received from a tenant living in an apartment house on Kellogg Road. Chairman Cote explained there are several issues and that an inspection is scheduled for June 19, 2014.

Approval of Septic Plans: The Board reviewed and approved septic plans.

Approval of License: The Board reviewed and approved Farmers Market licenses, Septic Installer license and Food Service license.

Berkshire Public Health Alliance: Their next meeting is August 12, 2014.

Upcoming Conferences were reviewed.

There was no clerk's report.

The Board had received a complaint about a trailer on a property being used as temporary housing and a letter was sent to the owners. Frank and Rhonda Cushwa were present to discuss the letter. They stated that no one lives in the trailer and that it is used for their business. A discussion ensued about the complaint the Board received from a resident who got an infection from swimming in Trout Pond. They were referred to the Berkshire Lake Association to discuss and the Association will be testing the water.

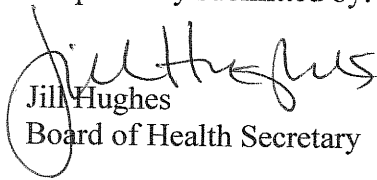
S. Smith discussed with the Board the septic system at the Marketplace Café. The septic plans were reviewed and S. Smith pointed out the reserve area for the septic that they would like to use to make it larger and a discussion ensued. S. Smith made the recommendation that we issue a permit for an Upgrade when they are ready to apply. **R. Wood motioned, with a second from F. Panitz to accept the recommendation of their Sanitation Inspector to allow the Marketplace Café to upgrade their system. The motion passed 5-0.**

A motion to adjourn was made by R. Wood, with a second from F. Panitz. The motion passed 5-0.

The meeting adjourned at 7:00pm.

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; 5/13/14 draft meeting minutes; Sample Regulation for Tobacco Sales, Town of Williamstown Department of Inspection Services Rental Property Regulation.

Respectfully submitted by:


Jill Hughes
Board of Health Secretary