

**TOWN OF SHEFFIELD
BOARD OF HEALTH
AUGUST 11, 2014
DOWNSTAIRS MEETING ROOM
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Rene Wood
Fred Panitz
Nadine Hawver

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.

Hearing - Variance Request for Septic System Repair 59 County Road: Jennifer Smith, owner of the property was present and stated that all abutters of the property were notified of the hearing by certified mail. N. Hawver disclosed that Jennifer Smith is her son-in-law's sister and stated that this project would have no direct financial impact or personal gain for her. S. Smith stated that the hearing was required by DEP because we do not have a registered soil evaluator on the Board. The Board has already reviewed and approved the septic plans. *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.*

The Board reviewed draft minutes for the July 14, 2014 meeting. *R. Wood motioned, with a second from N. Hawver to accept and approve the July 14, 2014 minutes as written. The motion passed 5-0.*

Tobacco Policy: R. Wood presented the Board with a revised draft of Tobacco Regulations and reviewed changes that were made. The Board was asked to review and send comments to Jill.

Update 33 Kellogg Road: A hearing was held on August 6, 2014 and a letter was sent to the owner's Attorney on 8/11/14 regarding the Board's findings. Chairman Cote and Scott Krzanik, Health Agent with BPHA are scheduled to re-inspect the apartment on August 13, 2014 @ 11 AM. The Board reviewed an email from Ms. Gavroy dated 8/8/14 and a letter from her Attorney dated 8/8/14 and a discussion ensued. In the Attorney's letter it states that the apartment is occupied. In Ms. Gavroy's grievance letter that was received on 7/8/14 she stated that the apartment would not be rented while the Order to Correct is open. The Board discussed contacting Charlie Kaniecki with regards to the life safety issues and copying Building Commissioner Tom Carmody on the letters dated 8/8/14 from Ms. Gavroy and her Attorney. *R. Wood motioned, with a second from S. Smith to authorize Chairman Cote to*

take appropriate action once she speaks to Building Commissioner Tom Carmody. The motion passed 5-0.

Tenant/Landlord Inspection Policy: The Board discussed the matter at their last meeting. Chairman Cote informed the Board that she had spoken to the Building Commissioner and it is the responsibility of the owner to request an inspection. For a multi-family unit an inspection should be done every five years. A discussion ensued about asking the Board of Registrars for a Landlord List and putting together an educational paper to send to owners informing them about inspections that could be mailed with the Census form or when license renewals are mailed out. The Board agreed that it is not their responsibility to conduct the inspections. N. Hawver offered to work on the educational paper and present it to the Board at a future meeting.

Elaine Panitz was present in the audience and asked the Board about air&b rentals and how a complaint would be handled if they received one. Chairman Cote responded that it would be handled the same as a housing complaint

Sanitation Inspector Policy: The Board reviewed the final copy of the policy on minimum qualifications for BOH Title V Inspectors and Perc Test Witnesses. N. Hawver motioned, with a second from R. Wood to accept the revised policy for Sanitation Inspectors. The motion passed 5-0.

Mini Grant: R. Wood informed the Board that our mini-grant Section 2 proposal has been approved for funding in the full amount requested. The grant is for a shared ATP Cleaning Verification System project with the Egremont Board of Health. F. Panitz updated the Board on the information he received on the Hygiene system and a discussion ensued.

Technology Expenditures for Inspectors: The matter was discussed at last month's Board meeting, but since it was not posted on the agenda the Board's action is being disclosed at tonight's meeting. N. Hawver motioned, with a second from R. Wood to approve the money spent on the required technology for Health Inspector Munson. The motion passed 5-0.

Berkshire Public Health Alliance: The Board reviewed and discussed an email from Sandra Martin regarding a public health and food safety grant. R. Wood motioned, with a second from N. Hawver to authorize Chairman Cote to sign the release if our Health Inspector is willing to do the work required at no cost to the Board. The motion passed 5-0. The Board's secretary will contact the Health Inspector to see if she is interested.

There was no clerk's report.


Upcoming Conferences: R. Wood handed out an article on the Ebola Outbreak and spoke about the conference call she and N. Hawver participated in on 8/7/14 with the Department of Public Health. A discussion ensued over whether or not to make a public statement on the Town's website and the Board decided it was not necessary at this time.

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

The meeting adjourned at 6:56 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; 7/14/14 draft meeting minutes; Letters dated 7/25/14 to abutters regarding the variance for septic system repair for 59 County Rd; Draft (version 2) Tobacco Product Regulation; Letter dated 8/11/14 to Attorney Eve Schatz re: 33 Kellogg Rd; Email 8/8/14 from J. Gavroy re: 33 Kellogg Rd; Letter 8/8/14 from Attorney Schatz re: 33 Kellogg Rd; Policy on Title V/Perce Test Witnesses; 8/8/14 email mini-grant award notice; 8/9/14 email from S. Martin re: public health & food safety grant and Ebola Outbreak article.

Respectfully submitted by:



Jill Hughes

Board of Health Secretary