

**TOWN OF SHEFFIELD
BOARD OF HEALTH
APRIL 13, 2015
DOWNSTAIRS MEETING ROOM
6:00 PM**

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

Minutes: The Board reviewed draft minutes for the March 9, 2015 meeting. **R. Wood motioned, with a second from S. Smith to approve the March 9, 2015 minutes as written. The motion passed 4-0.**

Fred Panitz entered the meeting at 6:08 pm.

Farmers Market: Amelia Conklin manager of the Farmers Market and the Town's Food Inspector Sally Munson were present at the meeting. The market will be open on Fridays June 5th through October 9th from 3-6 pm. Amelia asked about food inspections at the market. Sally Munson explained that she will do a walk through and inspect vendors at the market if they require one. A discussion ensued about licenses and the cost of inspections. R. Wood suggested that Amelia and Sally work on this together. It was also discussed that the market pay Sally for her inspection. It was decided the matter would be discussed at the May meeting.

Apartment Inspections: At last month's meeting S. Gulotta-Humes offered to write a draft letter to apartment owners in town. S. Gulotta-Humes stated her concerns over the list that was received from the Assessor's office because it is outdated. R. Wood suggested that a card be sent out asking the owner's to update the information the town has and to speak to the Town Administrator as she may have some ideas about how to handle this. S. Gulotta-Humes also asked about who would inspect the properties. R. Wood stated that it is the owner's responsibility to request the inspection from the Building Inspector and also suggested that we could ask for a legal opinion from Town Counsel. S. Gulotta-Humes stated that the list needs to be sorted out before we send a letter. R. Wood suggested that she and Chairman Cote meet with the Town Administrator to discuss how we get the records updated. **R. Wood motioned, with a second from F. Panitz for Chairman Cote and S. Gulotta-Humes to meet with the Town Administrator to discuss how to update the records and who is responsible for inspections. The motion passed 5-0.**

Update 730 South Main Street: The Board reviewed and discussed the March 30, 2015 letter that was sent to the homeowner from Julie Datres, the Assistant Attorney General. R. Wood stated that she spoke to Ms. Datres who is willing to come to the Board's May meeting to discuss the matter further. The Board agreed and R. Wood will invite Ms. Datres to attend the meeting and also extend the invitation to the Town Administrator and the Treasurer/Collector.

Signage for Smoking Areas at Town Park: Chairman Cote informed the Board that the Highway Superintendent dropped off the sign book at the office. A discussion ensued about the signage, outdoor ashtrays and whose budget this will come out of. *R. Wood motioned, with a second from S. Gulotta-Humes that the Board designate Scott Smith to pick out the locations and wording for the signs. The motion passed 5-0.*

Sharps Disposal: The Board reviewed the draft DPH mini-grant application that F. Panitz handed out. A discussion ensued about the sharps packets for transport, the hours that Town Hall is open, who retains the grant of \$500.00 and that the grant money needs to be spent by a certain date that is stated in the application letter. *R. Wood motioned, with a second from S. Smith for the Board to authorize the Chairman to have final approval on the 2015 mini-grant application the Board will submit for sharps disposal being developed by Fred Panitz. The motion passed 5-0.*

Food Inspection Fees: The Board reviewed and discussed the list of food establishments that have paid for their inspections and those who have not. S. Smith suggested that a reminder letter be sent out. It was decided that Chairman Cote meet with the Town Administrator to discuss the matter and report back to the Board.

May Board Meeting: The Board's next meeting is scheduled for May 11th, which is the same day as the Annual Town Election. A discussion ensued and the Board decided to move their meeting to Tuesday, May 12th.

Upcoming Conferences/Mail: Upcoming conferences were reviewed by the Board.

Berkshire Public Health Alliance: The Board has not been notified of an upcoming meeting.

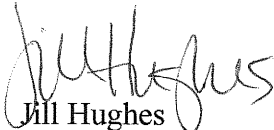
Clerk's Report: The clerk informed the Board about a phone call that was received earlier today from David Rothstein owner of Race Brook Lodge requesting to be on tonight's agenda to update the Board on the septic system. Chairman Cote stated that she called Mr. Rothstein back and informed him it was too late to be on the agenda. Mr. Rothstein will send an email update to the Board.

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

The meeting adjourned at 7:00 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; 3/9/15 draft meeting minutes; 3/30/15 letter and 3/31/15 email from Julie Datre; Draft mini-grant application for sharps; food inspection payment list.

Respectfully submitted by:


Jill Hughes
Board Secretary