



**Town of Sheffield
Board of Health
June 23, 2015
2nd Floor Meeting Room
3:15 PM**

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

Members of the public: none

Chairman P. Cote called the meeting to order at 3:15 pm. R. Wood volunteered to take minutes.

The purpose of the meeting was to finalize the DPH SHARPS grant.

Chairman Cote noted that 3 cases (300) quart collection containers had been received for a cost of \$385.57. Kiosk and shipment proposal showed a cost of \$997, which was less than submitted grant cost. The unit has shipped. Three disposal service contracts have been received with one reviewed by Town Counsel; Town Administrator LaBombard and Counsel have concerns regarding general indemnification clause. Advowaste is \$95 per quarterly pickup, Cytox is \$100 and Sterisafe is \$135. The Board agreed to do business with the least expensive, given contract acceptance by the Town Administrator and confirmation the firm is licensed to do business in MA, knows where the Berkshires are and can service the kiosk.

A draft report was reviewed for costs associated with initial grant proposal and actual costs as lower prices have been negotiated. Of the \$2000 grant, an initial cut showed approximately \$700 left which could be used to fund a second kiosk for the senior center. Chairman Cote discussed this with Town Administrator LaBombard and received her approval, if the Board could receive approval from Soloe Dennis, DPH, to do so. Mr. Dennis, who had said he wanted to see such a request in writing, answered an email request on this affirmatively. Monies will be finalized with the Board approved providing any additional costs from its FY15 budget. A second unit was ordered over the phone during the meeting. All monies need to be committed by June 30, 2015.

Further discussion focused on SHARPS program awareness and publicity. The Board approved expenditures for the in-kind work as stated in the grant proposal including lamination of posters for posting at the schools, Town Hall, Town Park, Library, Senior Center, post office, outside Dewey Hall, Police Station and Transfer Station. A handout will be made available at several locations in Town and S. Gulotta-Humes will talk with J.Collingwood about including it in his upcoming bills. Publicity will be kicked off at a televised Board of Selectmen meeting with presentations to be

arranged at the Senior Center and public service announcements and possible community service update at WSBS. The Board is also interested in knowing if Great Barrington has a sharps program.

It was decided that 1 quart collection containers should be made available, with a literature piece, by the two kiosks, subject to approvals. This would free the Board's secretary from interruptions of residents seeking containers.

There was discussion of the Board moving its next meeting to 7/6 to finalize the grant report due to DPH by July 10th and follow up that meeting with the program's kick-off at the Selectmen's meeting that evening.

R. Wood motioned, with a second from S. Gulotta-Humes to adjourn the meeting. The motion passed 4-0.

The meeting adjourned at 4:25 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Record Retention Policy: 2015 Local Public Health Mini-Grant Response (SHARPS); draft final report on grant; draft SHARPS informational materials; vendor contracts and invoices.

Respectfully submitted by Rene Wood.

A handwritten signature in cursive script that reads "Rene Wood". The signature is written in dark ink and is positioned below the typed name.