

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

Board Members Present: Priscilla B. Cote, Chairman
Fred Panitz
David A. Smith, Jr.

Board Members Not Present: Scott Smith
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 and welcomed David A. Smith, Jr. to the Board.

Reorganization of the Board: A discussion ensued about postponing the reorganization to the next meeting when the entire Board would be present. *D. Smith, Jr. motioned, with a second from F. Panitz to postpone reorganizing of the Board to the next meeting. The motion passed 3-0.*

Minutes: Since there is no quorum to vote on the minutes from June 8, 2015 and June 23, 2015 they will be reviewed at the next meeting.

Frozen Dessert License: Chairman Cote informed the Board about the need for creating a license and a fee. State law requires a business to have a separate license for frozen desserts and monthly testing of soft serve ice cream machines. She also stated that our Food Inspector Sally Munson was going to attend tonight's meeting if possible. The Board reviewed the licensing and testing requirements for frozen desserts from the State Food Protection Program and a discussion ensued. Chairman Cote will contact Sally Munson and ask her to draft a license.

Food Inspections: The item will be discussed at a future meeting when Food Inspector Sally Munson would be able to attend.

Tobacco Sale Signs: Chairman Cote informed the Board that the public hearing for the Dollar General Store was canceled for this evening. She spoke about the difficulty we were having acquiring the proper signs from the State. Tri-Town Health Department gave us signs that were dropped off to Dollar General for posting. Former member Rene Wood had suggested to Chairman Cote last month that we send a letter to the Attorney General about the issue.

Update Attorney General's Abandoned Housing Initiative: Chairman Cote updated the Board about the email that was received last month from Julie Datres, Assistant Attorney General informing us that she has a receiver for the project. The owner of the property received the certified letter that was sent, but has not contacted the AG's office. Chairman Cote asked the Board secretary to contact Ms. Datres for an update.

Upcoming Conferences/Mail: Chairman Cote mentioned that BCBOHA will be conducting a program for new BOH members in the fall.

Berkshire Public Health Alliance: Chairman Cote stated the next meeting will be in September.

Clerk's Report: The clerk stated that she would like to create a mail folder for the Board to review and sign off on so that everyone is informed. The Board agreed this would be a good idea.

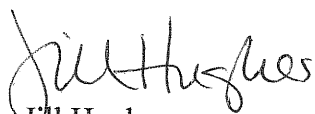
Chairman Cote would like to send a letter of thanks to former Board member Rene Wood for her five years of service. The Board agreed. Chairman Cote and the Board secretary will work on drafting a letter.

F. Panitz motioned, with a second from D. Smith, Jr. to adjourn the meeting. The motion passed 3-0.

The meeting adjourned at 6:32 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; 6/8/15 and 6/23/15 draft meeting minutes; Frozen Dessert Licensing & Testing information.

Respectfully submitted by:



Jill Hughes
Board Secretary