

**TOWN OF SHEFFIELD
BOARD OF HEALTH
AUGUST 8, 2016
DOWNSTAIRS MEETING ROOM
6:00 PM**

Board Members Present: Sarah Gulotta
David A. Smith, Jr.
Eileen Clarke
Walter Hewins III

Board Members Not Present: David Lewis

Others Present: Members of the public (see sign in sheet)

S. Gulotta called the meeting to order at 6:00 pm.

Reorganization of the Board: Two newly appointed members Eileen Clarke and Walter Hewins III were welcomed to the Board. **D. Smith, Jr. motioned, with a second from E. Clarke to nominate Sarah Gulotta as Chairman of the Board. The motion passed 4-0.**

S. Gulotta motioned, with a second from E. Clarke to nominate David Smith, Jr. as Vice Chairman of the Board. The motion passed 4-0.

Approval of Minutes: The Board tabled the minutes to the next meeting because D. Lewis is not present to vote.

Board of Health On-Line Permitting: The Board reviewed the email from Mark Maloy dated July 6, 2016 regarding the contract and pricing and a discussion ensued. The Board also reviewed a letter from Food Inspector Sally Munson dated July 8, 2016 regarding the on-line classes and training she has attended and a discussion ensued. The Board would like to meet with Sally to discuss the program and training. **S. Gulotta motioned, with a second from E. Clarke to meet with Sally Munson to discuss the on-line permitting. The motion passed 4-0.**

Update 730 South Main Street: The Board reviewed and discussed the email from Julie Datres dated July 5, 2016. Chairman Gulotta gave the new members a brief history on the project.

Upcoming Conferences/Mail: D. Smith, Jr., E. Clarke and W. Hewins III will be attending the BOH Orientation Training on August 29th.

The Board reviewed the July 28th letter the clerk sent to Susan and Robert Butler regarding their letter dated July 7th.

Berkshire Public Health Alliance: The next Alliance meeting is in September. Chairman Gulotta will attend if she is able.

Clerk's Report: The clerk informed the Board that they received a complaint from a tenant renting a home on North Main Street. The clerk also sent the complaint to the Building Inspector as some of the issues are not within the Board's purview. A discussion ensued. *D. Smith, Jr. motioned, with a second from S. Gulotta to draft a letter to the owner with a copy to the tenant informing them that we received a complaint and ask if he has a record of the water being tested recently. The draft letter is to be reviewed by the Town Administrator prior to sending. The motion passed 4-0.*

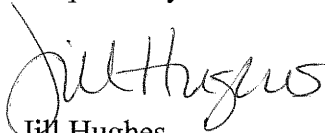
Public Comment: There was no one present.

S. Gulotta motioned, with a second from E. Clarke to adjourn the meeting. The motion passed 4-0.

The meeting adjourned at 6:40 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; 6/13/16 draft meeting minutes; 7/8/16 letter from S. Munson; 7/6/16 email from M. Maloy; 7/5/16 email from J. Dares; 7/28/16 letter to Susan & Robert Butler; 7/7/16 letter from Susan & Robert Butler; 7/19/16 complaint regarding home on North Main Street.

Respectfully submitted by:



Jill Hughes
Board Secretary