

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
SEPTEMBER 12, 2016  
DOWNSTAIRS MEETING ROOM  
6:00 PM**

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

Board Members Not Present: Walter Hewins III  
David Lewis

Others Present: Laura Kittross, BPHA  
Members of the public (see sign in sheet)

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

**Discussion on Board of Health On-Line Permitting:** Laura Kittross from the Berkshire Public Health Alliance (BPHA) was present. She gave a brief overview of what the Alliance, Berkshire Regional Planning Commission and Berkshire County Board of Health Association has to offer. Laura informed the Board that they would need to appoint a new representative to the BPHA Governing Board so they are able to vote at the meetings. An associate member would need to be appointed by the Board of Selectmen.

Laura explained that the 5-year FDA grant would bring health departments up to the current FDA standards for food protection. She explained the payment schedule for the grant, food inspector training and the software for the on-line permitting program. The Town needs to sign a contract with the vendor for the on-line programming, which has not been done yet. A discussion ensued. Laura will speak to Mark Malloy about the postponement of signing a contract while the Board decides whether to move forward or not. She will also ask if he would attend the Board's October meeting to discuss if the Board had further questions. The Board thanked Laura for attending.

**Approval of Minutes:** The Board reviewed draft meeting minutes from June 13, 2016, August 8, 2016 and August 24, 2016. *S. Gulotta motioned, with a second from D. Smith, Jr. to approve the June 13, 2016, August 8, 2016 and August 24, 2016 minutes as written. The motion passed 3-0.*

**Upcoming Conferences/Mail:** There were no conferences or mail to review.

**Berkshire Public Health Alliance:** The next meeting is on November 17, 2016.

**October Meeting Schedule:** The Board discussed changing their meeting date in October, since it falls on Columbus Day. *S. Gulotta motioned, with a second from D. Smith, Jr. to have their next meeting on Monday, October 3, 2016 @ 6pm. The motion passed 3-0.*

**Clerk's Report:** The clerk spoke to the Board about the bill that the Food Inspector submitted for taking on-line classes for the FDA grant program. **D. Smith, Jr. motioned, with a second from S. Gulotta to pay for the 5 classes that were taken at a rate of \$27.00 per class, but before going further they need to discuss it with the Food Inspector. The motion passed 3-0.**

The clerk updated the Board about two recent apartment complaints they received and about the letter that was sent to a business regarding tobacco signage and a discussion ensued.

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

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; Draft minutes from 6/13/16, 8/8/16 and 8/24/16; Food Inspector bill for on-line classes; BPHA on-line permitting grant information.

Respectfully submitted by:



Jill Hughes  
Board Secretary

**Board of Health**

Date: September 12, 2016

Name – PLEASE PRINT	Street, Town
1. <i>Laura Kittross</i>	<i>BRPC/BPHA/BCBOHA</i>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____