

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
OCTOBER 3, 2016  
SECOND FLOOR MEETING ROOM  
6:00 PM**

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

Board Members Not Present: Walter Hewins III

Others Present: 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:** The Board had a brief discussion on whether or not to continue moving forward with the Berkshire Public Health Alliance grant for the on-line permitting. *D. Smith, Jr. motioned, with a second from E. Clarke to not join the on-line Board of Health permitting. The motion passed 4-0.*

**Approval of Minutes:** The Board reviewed draft meeting minutes from September 12, 2016. *S. Gulotta motioned, with a second from D. Smith, Jr. to approve the September 12, 2016 minutes as written. The motion passed 4-0.*

**Complaints:** The Board received a complaint from a tenant living in a house on North Main Street. S. Gulotta conducted a house inspection earlier today and gave the Board an update. A discussion ensued. *D. Smith, Jr. motioned, with a second from D. Lewis to write the owner of the property a letter citing the violations that need to be corrected and to have a response within a week. The motion passed 4-0.*

The Board received a complaint about a local restaurant, which has been referred to the Food Inspector to follow up on.

The Board received a complaint from a resident on South Undermountain Road who is concerned that their neighbor does not have running water and a discussion ensued. *S. Gulotta motioned, with a second from D. Lewis to consult with the Town Administrator and write a letter to the homeowner. The motion passed 4-0.*

**Upcoming Conferences/Mail:** The Board reviewed the Annual Fall Dinner invitation from BCBOHA.

**Berkshire Public Health Alliance:** The Alliance has informed the Board that they need to appoint a representative to be a voting member on the Alliance Governing Board and to have the Board of Selectmen appoint the alternate member. A discussion ensued. *D. Smith, Jr. motioned, with a second from D. Lewis to appoint Eileen Clarke as the voting member to the Alliance Governing Board. The motion passed 4-0.* David Lewis offered to be the alternate member.

**Clerk's Report:** The clerk had no news to report.

**S. Gulotta motioned, with a second from D. Lewis to adjourn the meeting. The motion passed 4-0.**

The meeting adjourned at 6:41 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 9/12/16; 9/6/16 email from BPHA.

Respectfully submitted by:



Jill Hughes  
Board Secretary

**Board of Health**

Date: October 3, 2016

**Name – PLEASE PRINT**

**Street, Town**

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