

**TOWN OF SHEFFIELD
BOARD OF HEALTH
NOVEMBER 14, 2016
FIRST FLOOR MEETING ROOM
6:00 PM**

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

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

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

Approval of Minutes: The Board reviewed draft meeting minutes from October 3, 2016. *S. Gulotta motioned, with a second from D. Lewis to approve the October 3, 2016 minutes as written. The motion passed 5-0.*

Purposed Growth for Secretarial Position: Chairman Gulotta discussed with the Board increasing the responsibilities of their secretary. It was the consensus of the Board to move forward.

Update on 665 North Main Street: Chairman Gulotta gave a brief history on the property and informed the Board that the owner was going to be served the Order to Correct by the Sheriff's Office. A discussion ensued.

Upcoming Conferences/Mail: The Board reviewed an email dated 10/17/16 from Sally Munson, Food Inspector requesting the Board purchase the food inspection kit from the Alliance in the amount of \$291.49. *D. Smith, Jr. motioned, with a second from D. Lewis to purchase the food inspection kit in the amount of \$291.49. The motion passed 5-0.*

The Board reviewed a response they received dated 10/25/16 from the homeowner regarding a complaint on South Undermountain Road.

The Board reviewed a 10/28/16 email from the Assistant Attorney General regarding 730 South Main Street and a discussion ensued.

The Board reviewed a 10/24/16 letter from a business owner regarding tobacco signage. The Board decided to look into additional signage and send it to the owner.

Berkshire Public Health Alliance: The Board discussed the upcoming Governing Board meeting on 11/10/16. No one from the Board is able to attend this month.


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 5-0.

The meeting adjourned at 6:19 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 10/3/16, 10/17/16 email from Sally Munson, 10/25/16 letter from resident on S. Undermountain Rd, 10/28/16 email from Attorney General, 10/24/16 tobacco letter.

Respectfully submitted by:


Jill Hughes
Board Secretary

Board of Health

Date: November 14, 2016

Name – PLEASE PRINT

Street, Town

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
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- 8. _____
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