

**TOWN OF SHEFFIELD
BOARD OF HEALTH
APRIL 10, 2017
FIRST FLOOR MEETING ROOM
6:00 PM**

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

Board Members Not Present: Walter Hewins III

Others Present: Jill Hughes, Board Secretary
Members of the public (see sign in sheet)

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

Approval of Minutes: The Board reviewed draft meeting minutes from March 13, 2017. *S. Gulotta motioned, with a second from D. Lewis to approve the March 13, 2017 minutes as written. The motion passed 3-0.*

D. Smith, Jr. entered the meeting at 6:02pm.

Complaint on South Main Street: Chairman Gulotta informed the Board that the Certified Mail was picked up by the owner, but they have not responded. A discussion ensued about the house being vacant and whether it is a Board of Health issue or Building Inspector. D. Smith, Jr. offered to meet with the Building Inspector for guidance and will report back to the Board.

Complaint on Alum Hill Road: The Board received an Order from the Housing Court requesting that the Board conduct an inspection of the property to determine whether it is habitable. The tenant is no longer living at the house and there is no contact information for the owner. A call was placed to the Court Magistrate requesting the homeowner's contact information. The Board has not heard back from the court.

Letter from Food Inspector: The Board reviewed and discussed the letter from Sally Munson informing them that she will not be seeking reappointment as food inspector in June. She will make sure that the first round of inspections are completed and would be happy to assist with the transition. The Board discussed placing an ad in the Shoppers Guide. *S. Gulotta motioned, with a second from E. Clarke to post an ad for the job in the Shoppers Guide. The motion passed 4-0.*

Memo from Sanitation Inspector: The Board reviewed and discussed a memo from Scott Smith requesting an additional \$10.00 per perc test he witnesses. *S. Gulotta motioned, with a second from D. Lewis to approve the request from the Sanitation Inspector. The motion passed 4-0.*

Upcoming Conferences/Mail: The Board reviewed the flyer for the BCBOHA's upcoming training on Legal Entry and Liability on April 25th. Eileen Clarke and Jill Hughes will be attending the training.

Berkshire Public Health Alliance: E. Clarke attended the Governing Board meeting on March 23rd. She gave the Board a brief overview of the matters that were discussed. The next meeting is scheduled for June 8th.

Clerk's Report: The clerk had nothing to report to the Board at this time.

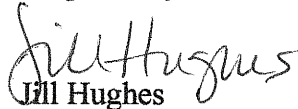
Public Comment: There was no public present at the meeting.

D. Smith, Jr. motioned, with a second from D. Lewis to adjourn the meeting. The motion passed 4-0.

The meeting adjourned at 6:22 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 3/13/17, Order from Housing Court, Letter from Sally Munson, Memo from Scott Smith, BCBOHA training notice.

Respectfully submitted by:


Jill Hughes
Board Secretary

Board of Health

Date: April 10, 2017

Name – PLEASE PRINT

Street, Town

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- 2. _____
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