



**Town of Sheffield  
Board of Health  
May 13, 2014  
Downstairs Meeting Room  
5:33 PM**

Board Members Present: Priscilla Cote, Chairman  
Scott Smith, Vice Chairman  
Fred Panitz  
Joel Weiss  
Rene Wood

Members of the public: (see sign in sheet)

Chairman P. Cote called the meeting to order at 5:33 pm. R. Wood volunteered to take minutes.

Draft minutes for the April 14, 2014 meeting were reviewed. *F. Panitz motioned, with a second from R. Wood to accept and approve the April 14, 2014 minutes as written. The motion passed 5-0.*

**Primax Properties:** Attorney Kate McCormick and Mark Reynolds appeared on behalf of Primax Properties. As part of a pending settlement agreement between the Town and Primax Properties, she is reviewing a change in originally submitted plans, which pushes the building back 7' feet. It was review and documents presented to the Board which showed the change in building location had no impact on the previously approved septic system. S. Smith stated he concurred with the statement that there was no impact. Three copies were left with the Board for signature with an estimated ready date of May 19<sup>th</sup>.

Mark Reynolds inquired about the Graziano plans, which he was told the Board is in the process of signing as there were no issues found during plan review.

**Sheffield Farmers' Market:** Amelia Wolfe brought the Board up to date on the Farmers' Market dates, vendors and plans for making sure all vendors have their licenses prior to June 6<sup>th</sup> opening day. She thanked the Board for the Just Farmers' Market license for vendors who are licensed in other communities and provided the Board a list of vendors and common questions and answers for home kitchens. Chairman Cote will notify Inspector Munson of the opening day, if she is not already aware of it.

**Food Waste Collection:** a brief update was provided by R. Wood. The matter was deferred.

**E – Cigarettes:** an update was provided by R. Wood. C. Sabarro, senior attorney with MBOHA is reviewing Sheffield's 2003 policy and will provide suggestions. It was noted there is named a second policy in that 2003 document, which needs to be found and reviewed.

**1434 N. Main Street:** the update noted this matter is now under the control of the Building Commissioner, who is keeping the BOH informed of corrective progress on citations. R. Wood discussed Williamstown rental inspection approach for all rental units and suggested it be a future agenda item. Further discussion clarified there is no current ability to know the location of existing rental units and no way to assure all rental space is habitable.

**Tenant/Landlord Inspection Fees:** the update noted that Attorney C. Sabarro had also agreed to give this topic her consideration. Comments at recent Housing Conference indicated this is hard to get right. S. Smith focused on fees with re-inspections and that initial inspection cost may have to be borne by the Board. The matter was deferred.

**Pine Island Farm:** DEP has notified the Board it has given final approval to Pine Island Farm's Recycling, Composting or Conversion Permit, FMF Number: 258737. No action by the Board is required.

Upcoming conferences were reviewed.

A 5/12/14 email from Race Brook Lodge providing status on system installation was reviewed.

Berkshire Public Health Alliance: next meeting August 12, 2014.

There was no clerk's report.

It was noted that Charlie Kaniecki would be in Sheffield on June 3<sup>rd</sup> at 10am to assist with a housing inspection. Board members were encouraged to think of the best ways to use his time while here and get back to the Chairman.

Chairman Cote discussed an open Board item on tablets for field data collection. She indicated such was on the BOS agenda for an upcoming meeting. Discussion ensued regarding tablets or smart phones. R. Wood volunteered to seek information from C. Kaniecki, BCBOHA and MBOHA.

The Board reviewed and signed septic plans and a Board Request for Payment of its bills.

**R. Wood motioned, with a second from S. Smith to adjourn the meeting. The motion passed 5-0.**

The meeting adjourned at 6:35 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Record Retention Policy: Meeting Agenda; Sign in sheet; 4/14/14 draft minutes; 5/13/14 Board Meeting packet; From Amelia Wolfe – Sheffield Farmers' Market Vendors 2014 list and Residential Kitchens Questions and Answers.

Respectfully submitted by:

Rene Wood

