

**TOWN OF SHEFFIELD
BOARD OF HEALTH
MAY 13, 2015
DOWNSTAIRS MEETING ROOM
5:30 PM**

Board Members Present: Priscilla B. Cote, Chairman
Rene Wood
Scott Smith
Fred Panitz
Sarah Gulotta-Humes

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

Chairman P. Cote called the meeting to order at 5:30 pm.

Minutes: The Board reviewed draft minutes for the April 13, 2015 meeting. *R. Wood motioned, with a second from S. Smith to approve the April 13, 2015 minutes as written. The motion passed 4-0.*

Introduction to the Attorney General's Abandoned Housing Initiative: Julie Datre, Assistant Attorney General was present to give a presentation to the Board. Treasurer Michael Ovitt was also present. She viewed the 730 South Main Street property that the Board condemned back in 2013 from the road prior to the meeting. Ms. Datre explained the process would start with a title search, a notice is then published in the newspaper, a receiver would be appointed by the state and the building would be brought into compliance with the building code. A discussion ensued about the process. Ms. Datre explained that once a certificate of occupancy is issued, if the owner cannot pay the receiver for the money owed there would be a public auction. Property taxes and municipal fees would be paid to the town first. Once the deed is issued the Attorney General's Office would be finished with the property. The receivership program would not cost the town any money.

Fred Panitz entered the meeting at 5:56 pm.

Treasurer Michael Ovitt spoke about the taxes owed and that he has already processed a Tax Taking on the property. He also mentioned where the owner of the property could possibly be located. F. Panitz asked questions about the Board condemning the property and a discussion ensued. Ms. Datre explained that the next step for the Board would be to decide whether or not to go forward with the program. *R. Wood motioned, with a second from F. Panitz to move forward with the Attorney General's Abandoned Housing Initiative and to discuss it with the appropriate people in Town Hall. The motion passed 5-0.*

Chairman Cote will speak to Administrator LaBombard about the program. The Board thanked Ms. Datre for coming to the meeting.

Food Inspections: Chairman Cote and R. Wood met with Food Inspector Sally Munson to review the list of establishments. The Board reviewed and discussed the revised inspection list and two draft letters that will be sent to establishments who have not paid for their inspection fees. A discussion ensued about the need to include inspection fees with the license fee to be paid in December. S. Smith agreed to join Chairman Cote and speak with Administrator LaBombard about it. The Board took a paragraph out of the letter that will be mailed to establishments who have not paid any inspection fees this year. The Board approved the second letter that will be sent to a proprietor who has only paid for one inspection fee this year.

Apartment Inspection Letter: Chairman Cote met with Administrator LaBombard after the Board's last meeting to discuss how to update the records that the town has on properties. Administrator LaBombard informed Chairman Cote that this was a matter to be discussed with the Assessor's office. A discussion ensued about drafting an informational letter that would be sent in a town mailing and to see if there would be support from the Police Dept., Fire Dept. and Building Inspector. *S. Gulotta-Humes motioned, with a second from S. Smith to draft the informational letter. The motion passed 5-0.*

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

Berkshire Public Health Alliance: The Board has not been notified of an upcoming meeting.

Clerk's Report: The clerk informed the Board about a phone call that was received from a tenant complaining about smoking in an apartment building. The Board asked the clerk to forward the question to Charlie Kaniecki at the Dept. of Public Health. The clerk also informed Board members of a letter that Sanitation Inspector S. Smith sent to residents whose septic systems failed title v inspections. S. Smith spoke briefly about the content of the letters.

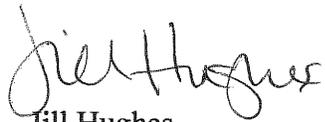
Chairman Cote informed the Board that the Council on Aging is sponsoring a Lyme disease awareness event at the Senior Center on May 23rd and would like support from the Board of Health. The COA asked the Board to pay for advertising the event in the Shopper's Guide. *R. Wood motioned, with a second from S. Smith to pay for an ad up to \$60.00 for the Council on Aging. The motion passed 5-0.*

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

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; 4/13/15 draft meeting minutes; Abandoned Housing Initiative informational handouts; 2 draft letters to Proprietors for food inspections and 2015 Food inspection list.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Jill Hughes". The signature is written in a cursive, flowing style.

Jill Hughes
Board Secretary