

**TOWN OF SHEFFIELD
BOARD OF HEALTH
NOVEMBER 9, 2015
DOWNSTAIRS MEETING ROOM
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Sarah Gulotta
David A. Smith, Jr.

Board Members Not Present: Fred Panitz

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

Chairman P. Cote called the meeting to order at 6:00 pm.

Minutes: The Board reviewed draft meeting minutes from October 19, 2015. *S. Smith motioned, with a second from S. Gulotta to approve the October 19, 2015 minutes as written. The motion passed 3-0.*

Update 730 South Main Street: Chairman Cote informed the Board that the revised Rehabilitation Plan and Budget from the receiver was approved by the court. After January 1st the Board will need to conduct an inspection and produce a report of their findings on the receiver's progress. The next court date is January 13, 2016. Chairman Cote stated that she would be unavailable to do the inspection. S. Smith and S. Gulotta offered to do the inspection.

At 6:10 pm D. Smith entered the meeting.

Complaint on Polikoff Road: Chairman Cote informed the Board about the site visit she went on with Stacey Dakai from Mass DEP regarding the complaint of empty fuel tanks being stored on a property. The Board reviewed the report that Stacey submitted. DEP has referred the issue back to the Board to be addressed as a solid waste issue. A discussion ensued. The Board was in agreement that since DEP found no issues they would not take the matter further.

Request for letter of support for 2016 Community Development Block Grant: The Board received a request from Rene Wood asking them to provide a letter of support again this year, as we have for past applications. A discussion ensued. *D. Smith motioned, with a second from S. Gulotta to send a very positive letter of recommendation on behalf of the Board of Health. The motion passed 4-0.* Chairman Cote informed the Board that Rene Wood offered to draft the letter.

The Board briefly discussed the property at 33 Kellogg Road and 1434 North Main Street. Chairman Cote will get an update from the Building Inspector.

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

Berkshire Public Health Alliance: Chairman Cote stated that she will be attending the meeting scheduled for November 12th. S. Smith will also attend. The Board reviewed and discussed the 10/27/15 letter regarding the increase in inspection fees beginning November 1st.

The Board reviewed the 10/22/15 letter from the Alliance regarding the grant for FDA On-Line Program (online permitting) and the letter from Food Inspector Sally Munson dated 11/9/15. A discussion ensued. The Board would need to send a letter of intent by November 20th if they want to participate in the program. **S. Gulotta motioned, with a second from S. Smith to sign the letter of intent and move forward with the program. The motion passed 4-0.**

Clerk's Report: The clerk will inform the Town Administrator that the Board voted to move ahead and sign the letter of intent for the on-line program.

The clerk reminded the Board to please read the mail on a regular basis.

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

The meeting adjourned at 6:30 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; 10/19/15 draft meeting minutes; 10/27/15 email from Julie Dattres re: 730 S. Main St.; 10/27/15 email from Stacey Dakai, MassDEP re: report on Polikoff Rd; 11/1/15 email request from Rene Wood; 10/27/15 letter from BPHA re: fee increase; 10/22/15 letter from BPHA re: FDA On-Line Program; 11/9/15 letter from Sally Munson.

Respectfully submitted by:


Jill Hughes
Board Secretary