

Town of Sheffield  
Board of Health  
Town Hall-First Floor Meeting Room  
October 11, 2022  
5:30 pm

Members Present: Pat Levine, Chair  
Eileen Clarke  
Scott Smith  
Lauren Hyde  
Joshua Webb

Others Present: Jayne Smith, Food Inspector  
Jesse Bunce  
Allan Joyner

Chair Levine called the meeting to order at 5:30 P.M.

**Approval of Meeting Minutes:**

E. Clarke made a motion to approve the minutes from September 13, 2022, seconded by S. Smith. The motion carried unanimously.

**Discussion/Possible Action Regarding Kitchen/Farm Stand Permit:**

J. Smith reviewed proposed changes for Residential Kitchen and Bakery fees to include the Farmers Market as it has already been inspected and permitted. Farmers Market vendors who sell prepared foods from other kitchens and will need a separate permit. E. Clarke made a motion to accept the proposed fees with the corrections mentioned above, seconded by P. Levine. The motion carried unanimously.

**Discussion/Possible Action Regarding Proposed Summary of Temporary Food Operations, Quick Chart Non-Profit Food Events:**

The Board discussed the following changes:

Temporary Food Permits (up to 14 days)

Daily Temporary/Mobile Food Vendor (one day)

Non-Profit Temporary Food Service, removed note: "Inspection fee eligible to be waived if applicant can provide an inspection that is accepted by BOH".

Daily Temporary/Mobile Food Vendor (one day) and Non-Profit Temporary Food Service, added note, "Recent inspection may replace inspection fee" to Daily Temporary/Mobile Food vendor (one day), Non-Profit Temporary Food Service. Non-Profit Temporary Food Service, added inspection fee of \$35. E. Clarke made a motion to accept the proposed fees as submitted, seconded by P. Levine. The motion carried unanimously.

**Discussion/Possible Action Regarding 2023 Board of Health Fees:**

It was the consensus of the Board that the following licenses be changed from fixed to annual

*Board of Health Minutes  
October 11, 2022 Meeting*

along with the noted changes:

Full Service Restaurants will have 3 inspections per year.

Not-for-Profit Base Kitchen add “outside users need own permit”

Farm Stand/Retail Farmers Market and Retail Food Only (No food prep)

Bed and Breakfast Food Services (>6rooms) add (Breakfast service only, <6 rooms)

New Food Establishment Plan Review changed from \$100 plus \$75/hr. to \$100 plus \$50/hr .after 2 hours.

Bakery added Farmers Market included.

Caterer

Residential Kitchen Annual Permit add Farmers Market included.

Frozen Desserts, Milk and Cream, Lodging, Refuse/Garbage Haulers, public/semi-public swimming pools, tanning and tobacco

Addition Inspections changed to food follow-up inspections and added variable under proposed inspection fee.

Temporary Food Permits added note, “Recent inspection may replace inspection fee”

Daily Temporary/Mobile Food vendor (one day), and Non-Profit Temporary Food Service, added inspection fee of \$35 to Non-Profit Temporary Food Service.

Ice Skating Rink fees are for indoor rinks only for carbon dioxide levels.

Disposal System Construction for major repair and new construction, added note: septic tank, replacement system, new system.

Tanning Permit fee changed from \$100 to \$50.

Re-inspections or other permits not listed added permit fee of \$100.

J. Smith asked for help with preparing the final proposal to be approved at the next meeting. J.

Webb and L. Hyde volunteered to help with this. *E. Clarke made a motion to accept the proposed changes as submitted, seconded by P. Levine. The motion carried unanimously.*

J. Smith stated that she would like to request help from Southern Berkshire Collaborative for food inspection services as needed. *P. Levine made a motion to approve request for Southern Berkshire Collaborative to help with food inspection, seconded by E. Clarke. The motion carried unanimously.*

#### **Discussion/Possible Action on Proposed Septic Installer Violations Document:**

P. Levine drafted a proposed policy for failure of septic professionals to comply with state septic rules. The Board reviewed and discussed the draft policy. *L. Hyde made a motion to accept the draft as amended, seconded by J. Webb. The motion carried unanimously.*

#### **Discussion/Possible Action on Penalty for Septic Violation:**

*S. Smith made a motion not to allow Jesse Bunce to have a Septic Installer’s license in the Town of Sheffield and to revoke Allan Joyner’s license.* The motion died to a lack of a second. L. Hyde’s stated her concerns that there is not enough documentation to support the motion. S. Smith stated that documentation of the date the tank was put in prior to the permit issue date should be sufficient documentation verifying the violation took place. P. Levine read previous violations with similar situations and fines set forth. Similar situations occurring in January and June were fined \$400 and \$500. *J. Webb made a motion to suspend Jesse Bunce from obtaining an Installers license in the Town of Sheffield for one year starting Oct. 11<sup>th</sup>, 2022 and a fine of \$300 and to suspend Allan Joyner’s license in the Town of Sheffield for one year starting Oct.*

*Board of Health Minutes  
October 11, 2022 Meeting*

11<sup>th</sup>, 2022, seconded by E. Clarke. The motion carried 3 -2.

**Discussion/Possible Action regarding Letter of Support of Ellie Lovejoy – Town of Mount Washington:**

P. Levine read a letter she sent to the Town of Mt. Washington Officials in support of Ellie Lovejoy.

Next meeting is November 8th, 2022 at 5:30pm.

S. Smith made a motion to adjourn the meeting, seconded by P. Levine. The motion carried unanimously.

Chair Levine adjourned the meeting at 6:53 pm.

Respectfully Submitted by:

Beverly Keefner  
Administrative Assistant



Documents reviewed at this meeting:  
Draft Meeting Minutes  
Draft 2023 Permit and Inspection Fees  
Draft Septic Violation Policy  
Letter to Town of Mount Washington