

**Town of Sheffield
Board of Health (BOH)
Meeting Minutes for November 8, 2021**

Board Members present: Pat Levine, Chair
Martin Mitsoff
Eileen Clarke
Scott Smith
Dave Lewis

Others in Attendance: Lori Neil, Administrative Assistant
Members of the Public

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

1.) Approval of Draft minutes for October 12, 2021: *After reviewing the minutes, M. Mitsoff made a motion to approve the draft minutes of October 12, 2021. E. Clarke seconded the motion. Motion carried, 4-0. D. Lewis abstained.*

2.) Jim Wilusz and Amy Hart on Collaborative's request for funding. Jim Wilusz was unable to attend. This item will be tabled until the next meeting on December 13, 2021.

3.) Status of fees after Select Board Action. M. Mitsoff gave an update on the status of permit/license fees after the Select Board meeting. All fees were approved for an increase except for Home Kitchen Bakery and the Farmer's Market. Those fees will remain the same. The new fees will begin in January 2022.

4.) Request for Board of Health member to help lay groundwork for food inspections and better communication with food establishments. Chair Levine asked D. Lewis if he would help with getting email contacts for the food inspections and to be able to share training and opportunities. D. Lewis agreed to do so. M. Mitsoff will email D. Lewis the list.

5.) Status of Agreement for food inspection module of PermitEyes. The software was approved by the Select Board. The first year is paid by the Berkshire Public Health Alliance. Inspections will be done through the Berkshire Collaborative. The first year is \$4,000 and the second year is \$2,400. Chair Levine stated, we are in hopes the fee structure will help to cover a good portion of the cost.

6.) Discussion/Possible Action regarding temporary appointment of Title V Witness. M. Mitsoff mentioned asking Jim Wilusz to be appointed temporarily as a Title V Witness. Peter Sigmund, soil evaluator could enlist Jim Wilusz. He is a Registered Sanitarian and only does Witnessing. Scott Smith mentioned asking Jayne Smith to also fill in if he needed time off. *M. Mitsoff made a motion to temporarily appoint J. Wilusz as a Title V Witness. D. Lewis seconded the motion. Motion carried, 5-0.*

7.) Update on Actions taken on behalf of the Board of Health. M. Mitsoff explained the septic situation at Peter Sigmond's address. It doesn't pass regulation for size. It needs a soil evaluation. The whole septic system needs to be replaced. M. Mitsoff will reach out to P. Sigmond. **M. Mitsoff made a motion to appoint Jayne Smith as a health Agent, as an alternate for Scott Smith. D. Lewis seconded the motion. Motion carried, 5-0.**
Chair Levine will draft a letter to J. Smith.

Board member Items: M. Mitsoff mentioned two (2) Cease and Desist Letters were sent out to Ziegler & Flynn regarding residing in trailers. M. Mitsoff asked L. Neil to send copies of the letter to the Board of Health members.

S. Smith announced Tim Handlowich will be pulling a permit to do the septic work for Lori Hummel at 1299 Rannapo Road.

P. Levine mentioned announced an informative Zoom meeting regarding Covid-19 and Pediatrics. There is going to be a session for parents. It is posted in the hallway.

Chair Levine mentioned that the Southern Berkshire Collaborative is currently looking at a refrigerator to hold vaccines. The Collaborative towns will contribute to the cost as it is not covered by a grant. The cost for the refrigerator is \$30,000 which will be pro-rated by town.

Items from Members of the Public: None

D. Lewis made a motion to adjourn the Board of Health meeting. M. Mitsoff seconded the motion. Motion carried, 5-0.

The meeting adjourned at 6:10pm.

Respectfully Submitted By,



Lori Neil
Administrative Assistant

Supporting Documents:

- Board of Health Agenda
- Draft minutes from: 10/12/21
- Board of Health Sign in Sheet