

**Town of Sheffield
Board of Health (BOH)
Meeting Minutes for December 13, 2021**

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

Members Absent: Dave Lewis

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

Chairman Levine called the meeting to order at 5:31 pm.

1.) Approval of Draft minutes for November 8 & December 2, 2021: After reviewing the minutes, M. Mitsoff made a motion to approve the draft minutes of November 8, 2021. Eileen Clarke seconded the motion. Motion carried, 4-0.

M. Mitsoff made a motion to accept the minutes as written for December 2, 2021. S. Smith seconded the motion. Motion carried, 3-0. E. Clarke abstained.

2.) Jim Wilusz and Amy Hart on Callaborative's request for funding. Jim Wilusz was unable to attend. This item will be tabled until the next meeting on January 10, 2022.

3.) Discussion/Possible Action on Annual Hauler Permit Application: Chair Levine shared the annual Hauler's Permit Application that will need to be sent to each hauler for completion. **P. Levine made a motion for Martin to draft a letter requesting additional information from haulers. M. Mitsoff seconded the motion. Motion carried, 4-0.**

4.) Discussion/Possible Action on Budget FY23: There was discussion regarding the line items in the budget. The funding for the animal inspector should probably be listed under the police department. M. Mitsoff will check into this. The contracted services line item was too low. The dues line item will be looked at. The budget for the salary line item will need an increase. Scott Smith thought some line items were missing. He mentioned a stipend that he receives was not listed in the budget. Chair Levine stated, the Board will come back to this at the next meeting as to what is appropriate to request and she will ask A. Hart and J. Wilusz to come forward with a number for the budget.

5.) Overview of FDA grant application with Jayne Smith: J. Smith shared the FDA application with P. Levine and the Board. The FDA had a generous grant offered to towns or any municipalities to help further their food program. J. Smith said this grant has been submitted and the intent of it was to increase the cost to have strong and thorough food inspections. From the stand point of being the food inspector, it would be extra funding and give the town resources towards their requests. J. Smith said the grant amounted to \$9,612.

There are options to work with the town of Sheffield to look at their administrative procedures or to do an assessment of the existing food program. There is a mechanism to see if there is enough staff. Do we need administrative support equipment? If Sally Munson had wanted to do a serve-safe training, could she have done that? J. Smith proposed a couple hundred dollars to allow the inspectors to learn and grow. Chair Levine stated inspector training will come through the Collaborative which is a contracted service.

J. Smith mentioned they will be gathering data from all of the inspections to do a risk factor study. Once feedback is received, J. Smith said she can review it with either Chair Levine or the entire Board.

6.) Discussion/Possible Action with Jayne Smith to add Retail License option: Jayne Smith said she looked into the licensing of other towns. The town of Sheffield does not have a retail license. When you have a frozen product there is more quality control to be sure the ice cream does not melt. J. Smith asked if the town is interested in adding a retail license to their list of licenses. Someone who sells ice cream would apply for a milk and cream license. Would ice cream be a Milk & Cream license or a retail license? Tri-town would treat it as retail. Retail could include anything that is pre-packaged and sold to the consumer.

7.) Discussion on public health inspector training that would be useful in Berkshire County: The Alliance has requested information of the member towns of the Alliance, of what public health member training topics the Board thinks would be useful for Berkshire County. There is an advanced training on Food Inspections in January.

S. Smith said if the Board needed any training services in the past, Alliance was hired. M. Mitsoff spoke of the camps for Berkshire School. He said Jayne Smith did a complete re-vamp of our summer-camp process including, with the Board's permission, pushing all the major responsibilities to back onto Berkshire School. M. Mitsoff mentioned if there are summer camps running this year, the camps will get a complete package. The Board will receive a report and the Board approves it. P. Levine spoke of the Local Board of Health initiative from the state. They specialize in training for Boards of Health. Chair Levine will talk with Sandra Martin and let her know it really seems to be up to them to choose the training.

8.) Board member Items: Chair Levine discussed the municipal agreement which has to be signed by the towns involved. It does not have to go to a town meeting. It has already been reviewed and edited by KP Law. Chair Levine would like to get this on the Select Board agenda to be approved. The next Select Board meeting is one week from tonight. P. Levine said this may take months. If any town wants to change anything it has to go through iteration. J. Smith gave an overview of the process. M. Mitsoff gave an example that one of the public nurses could not close the school. The Board of Health would make that decision.

M. Mitsoff made a motion subject to the execution of the food inspection agreement between the town of Sheffield and the Southern Berkshire Public Health Collaborative to appoint Jayne Smith as the Sheffield food inspector. Chair Levine seconded the motion. Motion carried, 4-0.

9.) Items from Members of the Public: J. Smith said she is a farmer and has sold one cow this year. She said she will probably only make \$1,000 and \$300 of that money will go to-

wards inspection fees. As a farmer, we have every bit of encouragement to keep our product frozen. It still should be monitored by the Board of Health. Retail could also include anything that is pre-packaged and sold to the consumer. Tri-Town, as long as it was USDA, it has some mechanism that it stays frozen and there are general sanitary procedures being followed.

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

The meeting adjourned at 6:34pm.

Respectfully Submitted By,

A handwritten signature in blue ink, appearing to read "Lori Neil".

Lori Neil
Administrative Assistant

Supporting Documents:

- Board of Health Agenda
- Draft minutes from: 11/8/21 & 12/2/21
- FY23 Budget
- Annual Hauler Permit Application
- Board of Health Sign in Sheet