

**Town of Sheffield
Board of Health
Meeting Minutes for January 10, 2022**

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

Pat Levine, Chair called the meeting to order at 5:30 pm.

1.) Approval of Draft minutes for December 13, 2021: M. Mitsoff made a motion to approve the draft minutes of December 13, 2021. Eileen Clarke seconded the motion. Motion carried, 4-0.

2.) Jim Wilusz and Amy Hart on Collaborative request for funding. Jim Wilusz attended the meeting to talk about the budget request and our membership in the Collaborative. Jim Wilusz is the Executive Director for Tri-Town Health Department and he is also part of the new Southern Berkshire Public Health Collaborative in which Sheffield is a part of. J. Wilusz stated, when we first put the Collaborative together, the foundational piece of the ten town collaborative was to put out a robust public health nurse program. When the grant was written initially, the VNA contracts were still in place in a lot of these towns, including Sheffield. The goal was to build and enhance a public health nurse program while the VNA's would still have their contracts with all their towns and we would support and grow from that. J. Wilusz discussed creating a flu program. We have already purchased a significant amount of equipment. The flu vaccines are very expensive, approx. \$50/a dose. It could cost \$40,000 up front for a private purchase. J. Wilusz mentioned, if we need X dollars would towns be okay utilizing the existing VNA funds to help cover the costs further down the road when we do create a flu program. If the collaborative does not engage in this vaccination activity, individuals will need to go to their own physicians. J. Wilusz stated, this is not a requirement. We are trying to build a collaborative in a sustainable program that will reap benefits for years to come. As we become a flu vaccine provider, we can charge insurance with the administrative peice. There is going to be some real cost associated if we want to do flu clinics in our towns. There was discussion of how the vaccines would be used. J. Wilusz stated the towns could use it however they want. either through the Senior Center, municipal employees, schools, a fair, Police, Fire, E.M.S., etc... J. Wilusz stated, we have purchased the equipment but not the vaccines. This is really a conversation starter to see what our members want. S. Smith mentioned the school has a flu clinic that draws a good crowd. E. Clarke shared how Big Y comes to the Senior Center once or twice in the fall for flu vaccinations. M. Mitsoff asked if we had a sense of

how many homebound and/or homebound seniors there are in Sheffield. E. Clarke thought Kathy Loring could give the number on homebound seniors and possibly the town clerk might be able to give information as far as homebound/disabled. M. Mitsoff also mentioned the Council on Disabilities would know that number as well. M. Mitsoff stated, he is very much in favor of anything in Sheffield that reaches out to homebound or homebound disabled as part of this flu process. The clinics that have been held, probably access a lot of people, but working with the collaborative to help us reach those who cannot participate in the community is a real need.

M. Mitsoff mentioned for FY21 we had berkshire visiting nurse allocation that was approximately \$2,700. He said it would be his proposal to get this flu effort with the collaborative underway. He proposed the Board use the FY21 funding to get the flu process started with the collaborative. It won't be used for anything else that I know of. P. Levine mentioned it could be up to the collaborative as to how they allocate the funding, whether it is used for equipment or vaccines. The Board discussed not wanting to lose that budget line and how to secure it in the future.

M. Mitsoff made a motion that the Board of Health approve the allocation of FY21 funding that would otherwise have been used for the Berkshire Visiting Nurse's Association, instead to the Southern Berkshire Collaborative for the start-up of flu vaccine capabilities. E. Clarke Seconded the motion. Motion carried, 4-0.

3.) Discussion/Possible Action on Annual Hauler Permit Application: There was discussion of a letter to accompany the hauler's permit to request additional needed information. About a year ago, the Board approved a new policy to try to gain information from haulers as to where they were disposing the various kinds of materials they were collecting. A new form was developed but was never implemented. We have gone back to the hauler to ask for this information. M. Mitsoff mentioned he had corrected the date to conform with all the other applications as a calendar rather than a fiscal year. The fee for the hauler permit is not on the list of BOH fees. The current annual fee is \$105.00. The new form contains numerous requirements to provide the BOH with information about who they pick up from, what it is they pick up, where they take the material they have picked up. This is an information issue. We are looking for additional information to make our records more complete and to match the state.

4.) Discussion/Possible Action on Budget FY23: P. Levine mentioned the part time clerical staff is completely in the Board of Health budget. The animal inspector is partially in the BOH budget and partially under the police department's budget. The current budget does not show the VNA money. P. Levine will check with Rhonda LaBombard regarding the VNA funds. P. Levine and the Board decided to wait to vote on the budget.

5.) Discussion and Recommendation on possible plan to use COVID home test kits: The Select Board has approved a budget up to a dollar amount for the use of purchasing home test kits for Covid. The Alliance has found a way to buy a 2-test package for \$10.50. With the Board of Health being responsible for the initial plan for the use of home test kits, P. Levine made a proposal, the home test kits be used strictly for town employee crisis management. M. Mitsoff was in agreement to use it for crisis management for our local government to keep our local government running efficiently as possible and not for use of the general public. P. Levine may request a number of 500 home test kits. **P. Levine, Chair made a motion that the**

home test kits be used strictly for town employee crisis management. E. Clarke seconded the motion. Motion carried, 4-0.

6.) Review of pop-up testing events in Sheffield: The Sheffield Library has provided the pop-up testing sites from 8-10am on Thursdays. Chair Levine reviewed the dates and stated, that the testing procedure has been honed down to real science and Jayne Smith has been very instrumental in helping us fine tune the process. The last pop-up testing is scheduled for Thursday, 1/27/22. The program is run by the Southern Berkshire Public Health Collaborative.

7.) Discussion/Possible Action on adding a retail license option for town businesses:

K. Smith asked for J. Wilusz to give an example of what Tri-Town does for a retail license. J. Wilusz spoke of retail and informed the Board that Tri-Town will never re-coop 100% of operating costs through permit fees or application fees. We try to do a cost analysis. Tri-town pulls in about 60% of the operating costs. To develop fee programs is to find if it is fair and equitable for those giving the services. Farmer's market is a shorter window. Prepackaged retail is based on square footage. Places that are smaller pay a lower fee. Places that have a higher square footage have a higher fee. There are no inspection fees; it is all incorporated into the license fee. There is however, a penalty fee assessment for the food license holders that need more than the two inspections per year. K. Smith said with his small farm, he is spending \$300 in permits and inspection fees. He has ceased beef sales until this topic has been discussed. K. Smith went on to say, they are not processing the meat. It comes to him frozen and he sells it frozen. The Board discussed developing and adding a different category to the list of licenses. The Board will take on the responsibility of developing a policy and bringing it back to the next meeting for review.

8.) Board Member Items: S. Smith mentioned Mt. Everett School and the non-compliance notice regarding the septic.

9.) Items from Members of the Public: None

M. Mitsoff made a motion to adjourn the Board of Health meeting. E. Clarke seconded the motion. Motion carried, 4-0.

The meeting adjourned at 6:41pm.

Respectfully Submitted By,

Lori Neil
Administrative Assistant

Supporting Documents:

- Board of Health Agenda
- Draft minutes from: 12-13-2021