

Town of Sheffield  
Board of Health  
Town Hall-First Floor Meeting Room  
February 14, 2023  
5:30 pm

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

Members Absent: Scott Smith

Others Present: Jayne Smith  
Josh Risen, Board Administrator

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

**1. Approval of Meeting Minutes:**

*J. Webb made a motion to approve the December 13, 2022 minutes as written, seconded by L. Hyde. The motion passed 3 to 0, E. Clarke abstained. The minutes for January 10, 2023 will be on the agenda for approval on March 14, 2023.*

**2. Discussion/Possible Action Regarding Berkshire Bounty Food Waste Reclamation Program:**

Chair Levine indicated that the threshold for the ban on recycling food waste has been lowered. As such there is a chance for local restaurants to donate to this program. Chair Levine requested that one of the board members volunteer to take the lead on this matter. L. Hyde volunteered to take leadership of this matter. A discussion ensued regarding approaching local restaurants as well as the Dollar General store for donations.

**3. Discussion/Possible Action Regarding Septic Inspector Payment Increase:**

L. Hyde has looked into establishing a pay increase for Scott Smith, Sanitation Inspector for both Title 5 Inspections and Perc tests. Chair Levine brought to the attention of the Board that other inspectors have less paperwork to do and still tend to earn more for these types of services. Chair Levine proposed that the fee schedule be increased to cover the increased compensation to S. Smith. L. Hyde said that \$125.00 per Perc Test and \$60.00 per Title 5 Inspection witnessing is an appropriate increase for S. Smith. A discussion regarding how long it has been since S. Smith received a pay increase for his services ensued. E. Clark indicated that she has been on the Board of Health for at least eight years and in that time S. Smith has not received any increased compensation pursuant to the inspection services he provides. There was some discussion about fees being set to reflect the actual work performed. Chair Levine will draft a letter to submit to the Select Board proposing the increased compensation to S. Smith. *E. Clarke made a motion to increase the Septic Inspectors payments to be \$125.00 for a Perc Test and \$60.00 for a Title 5, and to authorize Chair Levine to negotiate the increases with the Select Board if necessary, seconded by Chair Levine. The motion passed unanimously.*

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**4. Discussion/Action Regarding Massachusetts Health Officers Association Membership Expense:**

Chair Levine stated that spent \$60.00 to renew her Massachusetts Health Officers Association membership. *L. Hyde made a motion to reimburse the expense of \$60.00 to Chair Levine for the cost of renewing her membership in the Massachusetts Health Officers Association, seconded by J. Webb. The motion passed unanimously.*

**5. Discussion/Action Regarding 2022 Board of Heath Annual Report:**

There was a discussion as to how many food inspections occurred and it was requested that J. Smith provide the exact number of inspections. Chair Levine indicated that she is going to make a few more changes to the Annual Report. *L. Hyde made a motion to approve the Annual Report with the new additions to be included by Chair Levine, seconded by E. Clarke. The motion passed unanimously.*

**6. Update on Permit Eyes Status:**

Chair Levine would like the Board to begin to make use of Permit Eyes as a method for filing and renewing food permits. The cost of using Permit Eyes was covered by the Board's association with the Berkshire Public Health Alliance and has been in the works for a long time. J. Smith indicated that Permit Eyes is ready to move forward once the Board authorizes it. There was a discussion regarding an FDA grant that could potentially be drawn upon by J. Smith to fund training the new Board Administrator in the use of the electronic permitting system. *Chair Levine made a motion to activate the Permit Eyes account and to train the Board Administrator in the use of the online permitting system, seconded by L. Hyde. The motion passed unanimously.*

A discussion concerning who would be authorized to sign off on the electronic permits ensued. J. Smith made the point that the signatory could be easily changed in the future. *E. Clarke made a motion that Chair Levine and Scott Smith are to be the authorized signatories for Permit Eyes, seconded by L. Hyde. The motion passed unanimously.*

**7. Discussion/Possible Action Regarding Southern Berkshire Public Health Collaborative Membership Letter:**

Chair Levine requested a motion to sign a letter that formalizes the Board's alliance with the Southern Berkshire Health Collaborative. *J. Webb made a motion that Chair Levine and the Town Administrator both sign the letter, seconded by L. Hyde. The motion passed unanimously.*

**8. Board Member items:**

Chair Levine stated that the Board has a need for an alternate to attend a virtual meeting for the Berkshire Public Health Alliance scheduled for March 23rd at 5:00 PM as she will not be available. Both L. Hyde and E. Clarke volunteered to attend the meeting.

Chair Levine stated that she recently attended a training seminar for the new housing code requirements. She encouraged other members to attend as well and stated how important it is for the Board to keep updated regarding new developments in laws that fall under the Board's jurisdiction. The Alliance is going to be putting new training sessions together and Chair Levine

strongly encouraged the board members to attend.

J. Webb mentioned that the Planning Board is in the process of drafting a bylaw that deals with tiny houses and was interested in how the Board's responsibilities under the Housing Code could potentially be impacted by the new bylaw. J. Webb requested a copy of the Planning Boards draft bylaw.

**9. Public Comment:**

J. Smith informed the Board that on March 17<sup>th</sup> the State will be holding a public meeting with Collaborative members identifying areas of concern which the State believes the Board of Health should focus on improving. The State will then base their funding on the needs which are identified. Furthermore, J. Smith stated that as a Collaborative we will be requested to self-identify which areas (within the scope of the Boards jurisdiction) are priorities for Board members to focus on in the community.

*Chair Levine made a motion to adjourn the meeting, seconded by J. Webb. The motion passed unanimously*

Chair Levine adjourned the meeting at 6:30 PM.

Respectfully Submitted by:

Josh Risen  
Board Administrator



Documents reviewed at the meeting:

- Draft Meeting Minutes
- Sign in Sheet

## Sheffield Board of Health

Date: February 14, 2023

PLEASE PRINT: Your Name

Street, Town

1. Jayne Smith 465 Silver St, SHF

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