

**TOWN OF SHEFFIELD
BOARD OF HEALTH
AUGUST 8, 2023
TOWN HALL FIRST FLOOR MEETING ROOM
5:30 PM
MEETING MINUTES**

Members Present: Pat Levine, Chair
Joshua Webb
Scott Smith
Eileen Clarke
Todd Ranolde

Others Present: Rhonda LaBombard

Members of the Public

Chair Levine called the meeting to order at 5:30 PM. and welcomed Todd Ranolde to the Board.

Board Reorganization:

J. Webb moved to nominate P. Levine as Chair, seconded by E. Clarke. The motion carried unanimously.

Authorization of Southern Berkshire Public Health Collaborative (SBPHC) Inspectors as Sheffield Health Agents:

Chair Levine discussed the need to have inspectors on hand to assist with inspections and issues. S. Smith moved to appoint Inspectors from the SBPHC as health agents for Sheffield, seconded by E. Clarke. The motion carried unanimously.

Discussion/Possible Action Regarding Kitchen Permit:

Chair Levine updated the Board on an application for a Bakery and Residential Kitchen permit filed by Barbara Davidson and discussed ensuring that property taxes are up to date before issuing permits. Ms. Davidson was present along with her representative from her church, who will be making the tax payment but would like to be sure that the license will be issued before issuing the check. The Board discussed the process. E. Clarke moved to approve the license pending passage of the inspection and payment of any back taxes, seconded by S. Smith. The motion carried unanimously. Ms. Davidson paid the permit fee of \$85, which includes an inspection fee. Chair Levine will contact the food inspector to schedule the inspection.

Discussion/Possible Action on Housing Complaint Procedures:

The Board discussed having board members do the initial inspection for housing complaints. S. Smith gave an example of someone complaining that their landlord wouldn't take the trash, but in reality the tenant would not let the landlord in to get the trash and the issue was resolved by board members. Chair Levine shared her concerns with the board doing inspections. E. Clarke and S. Smith expressed their opinions that board members would call the Alliance or the Collaborative for issues that needed further attention. They both also expressed their concerns with paying for the inspectors when the board could possibly solve the issue. E. Clarke made a motion to have board members conduct the first inspection regarding housing complaints, then report the findings to the Admin Office for the Board of Health who

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would contact experts for further inspection if needed. If the issue gets solved the report will be discussed at the next Board of Health meeting, seconded by J. Webb. The motion carried 4-1, Chair Levine voted against.

Discussion/ Possible Action Regarding Special Event/Temporary Food Establishment:

Chair Levine stated that the Board received an application from Best Damn Espresso, LLC for a two day special event license. The application is for an event at Dewey Hall and at the Sheffield Fair. She recommended granting two one day special event licenses. J. Webb moved to grant two one day special event licenses, as described above, seconded by E. Clarke. The motion carried unanimously.

Discussion/ Possible Action Regarding and Information Booth at Town Fair:

Chair Levine stated that she manned a booth at the Sheffield Fair last year for the Board of Health but would be unable to do that by herself this year. Todd Ranolde offered to man the booth from 11 am to 12 pm, E. Clarke offered to man it from 12 pm to 1 pm and Chair Levine will do 1 pm to 2 pm. Chair Levine will gather information to hand out to the public and suggested that the Board begin to discuss next year's fair soon to allow enough time to gather items to hand out.

Discussion/Possible Action Regarding Updating Board of Health Forms:

Administrator LaBombard stated that the forms have been updated and asked the Board to review them and get any further changes to her. She will make any further changes and have the forms ready for the Board to approve at their next meeting.

Approval of Minutes:

J. Webb moved to approve the minutes from May 9, 2023 and July 11, 2023, seconded by S. Smith. The motion carried unanimously.

Review of Mail:

Chair Levine read a letter from the Conservation Commission (Con Com) regarding the Scenic Mountain Act. This will be placed on the next agenda and Chair Levine stated that someone from the Con Com will be invited to discuss the letter.

Board Member items:

Chair Levine stated that she has sent information on a training that she thought members might be interested in attending and that she will continue to send opportunities for training as she receives them.

Chair Levine stated that there is a need for alternate members to serve as Sheffield's representatives for the Berkshire Health Alliance and the SBPHC. S. Smith stated that he would be willing to serve as alternate member to the collaborative depending on advance notice for meeting times. E. Clarke stated that she could attend the Alliance meetings.

Chair Levine stated that she had spoken with a person who had requested an Installer's Permit, but didn't have the proper training credentials. He was denied the permit.

J. Webb asked who might be contacted regarding the grass and shrubs along the roadside and broken glass. Chair Levine stated that the Select Board discussed the roadsides on Route 7 at their meeting and they were going to contact MassDOT. The Town Highway Department could be contracted to items on the town owned roadsides.

Chair Levine stated that she recently attended a meeting regarding condemned properties and how the Town could rehab them into livable properties.

Public Comment:

Susan Butler gave each board member information on her concerns with the Scenic Mountain Act.

Administrator LaBombard asked if the espresso truck would need an inspection. Chair Levine answered that if they can show an inspection certificate from another town that might be accepted.

S. Smith made a motion to adjourn the meeting, seconded by E. Clarke. The motion passed unanimously

It was the consensus of the Board to change the date of the next meeting to September 19, 2023 at 5:30 pm.

Chair Levine adjourned the meeting at 6:20 PM.

Respectfully Submitted by:

A handwritten signature in black ink that reads "Rhonda LaBombard". The signature is written in a cursive, flowing style.

Rhonda LaBombard
Town Administrator

Documents reviewed at the meeting:
Kitchen Permit Application
Application for Special Event Licenses
Draft Minutes
Draft Board of Health Forms
Letter from Conservation Commission

Sheffield Board of Health

Date: August 8, 2023

PLEASE PRINT: Your Name

Street, Town

1. Barbara Davidson 46 Main St. Sheffield
2. Kathryn Benner 33 Had S Housefome
3. Barbara Reeves 571 Berkshire Sch. Road
4. Susan Butler 481 St. Harper,
5. _____
6. _____
7. _____
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10. _____
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15. _____