

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
FEBRUARY 11, 2019  
FIRST FLOOR MEETING ROOM  
6:00 PM**

Board Members Present: Sarah Gulotta  
Eileen Clarke  
David Lewis

Board Members Not Present: Walter Hewins, III  
David A. Smith, Jr.

Others Present: Renee LeClair, Board Secretary  
Members of the public (see sign in sheet)

Chairman S. Gulotta called the meeting to order at 6:00 p.m.

**Annual FY20 Budget Review and Approval:** Chairman S. Gulotta reviewed the budget with the Board members. A brief discussion ensued. **Chairman S. Gulotta motioned, with a second from E. Clarke to approve FY20 budget as presented. The motion passed 3-0.**

**Discussion and possible action on letter of support for 2019 CDBG application.** Chairman S Gulotta read the presented support letter. A discussion ensued. **Chairman S. Gulotta motioned, with a second from E. Clarke to support and sign the letter as written. The motion passed 3-0.**

**Discussion and possible action to appoint and train Food Inspector Michelle Nourse to assist Jayne Smith in camp inspections.** Chairman S. Gulotta asked the clerk to explain the circumstances of Michelle Nourse being asked to assist in camp inspections with Jayne Smith as Jayne was not in attendance tonight. A discussion ensued. **Chairman S. Gulotta motioned, with a second from E. Clarke to appoint Michelle Nourse to train in performing camp inspections with the stipulation that she is interested in taking on that responsibility. The motion passed 3-0.**

**Discussion and possible action on business after fire.** Chairman S Gulotta reviewed email correspondence between the clerk and food inspector, Michelle Nourse regarding a complaint that had been made to the Board. A discussion ensued. **Chairman S. Gulotta motioned, with a second from E. Clarke requesting that food inspector Michelle Nourse inspect the outside cooking area in addition to the restaurant and kitchen and report back to the Board of Health. The motion passed 3-0.**

**Update on Housing Complaint and Inspection 627 South Main Street:** The owners of 627 South Main Street made an agreement with Housing Court Department to renovate or repair the structure by August 31, 2019. A discussion ensued.

**Approval of Minutes:** The Board reviewed draft meeting minutes from November 19, 2018. **D. Lewis motioned, with a second from E. Clarke to approve the November 19, 2018 minutes as written. The motion passed 3-0.**



**Upcoming Conferences/Mail:** Notice of Decision of Special Permit, Notice of Public Hearing, Notice of Decision on Administrative Appeal, Email from Ethics Commission, Memo from Town Administrator regarding mileage increase, Berkshire Visiting Nurse Report, Agreement of the Parties

**Berkshire Public Health Alliance:** Nothing to share at this time.

**Clerk's Report:** Nothing to share at this time.

**Public Inquiries:** No public present.

There being no further business before the Board. **D. Lewis motioned, with a second from E. Clarke to adjourn the meeting. The motion passed 3-0.**

The meeting adjourned at 6:31 p.m.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Sign in Sheet, Agenda, Approved 11/19/2018 Minutes, Notice of Decision of Special Permit, Notice of Public Hearing, Notice of Decision on Administrative Appeal, Email from Ethics Commission, Memo from Town Admin regarding Mileage increase, Berkshire Visiting Nurses Report, Agreement of the Parties

Respectfully submitted



Renee LeClair  
Board Secretary



## Sheffield Board of Health

Date: February 11, 2019

**PLEASE PRINT: Your Name**

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