

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

Board Members Present: Sarah Gulotta, Chairman
Eileen Clarke
David Lewis

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

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

Chairman Sarah Gulotta called the meeting to order at 6:00 pm.

Discussion regarding a second food complaint made on food establishment. Update from food inspector Michelle Nourse regarding follow up inspection visit to food establishment: S. Gulotta invited Michelle Nourse food inspector to speak about her recent visit to the food establishment. Michelle explained to the Board what had been addressed since her last visit on February 25, 2019. Michelle stated that the setup of the smokers are still concerning to her. Michelle recommended that the Board ask the Sheffield Fire Department to inspect for safety. A discussion ensued. Michelle stated she would be returning for a routine visit in a few weeks. S. Gulotta asked that she be invited to attend when Michelle returns to inspect. A discussion ensued. Michelle gave the Board a copy of the regulations for outdoor cooking that she recently obtained. It was decided that the secretary would send an email to Fire Chief Getchell to do an inspection of the inside and outside of the entire building.

Discussion and possible action on frequency of inspection for Mobile food trucks when applying for special event permit: The secretary asked the Board what they would like the requirement for mobile food truck food inspections frequency to be. A discussion ensued. The Board unanimously decided that two inspections per year will be the requirement going forward for all mobile food truck vendors applying for a special event permit. **S. Gulotta motioned, with a second from D. Lewis to allow mobile food truck vendors applying for a special event permit to be inspected bi-annually like all other food establishments. The motion passed 3-0.**

Discussion and possible action on member attendance: Discussion ensued regarding issues with member attendance. The Board decided to write a letter.

Approval of Minutes 2/11/2019: The Board reviewed draft meeting minutes from February 11, 2019. **D. Lewis motioned, with a second from E. Clarke to approve the February 11, 2019 minutes as written. The motion passed 3-0.**

Upcoming Conferences/Mail: S.Gulotta briefly reviewed a report sent to the Board from O'Reilly, Talbot & Okun Engineering Associates regarding the recent application for recycling, composting and/or conversion permit for Pine Island Farm, 1474 Hewins Street.

Berkshire Public Health Alliance: The next meeting will be on Thursday, March 14, 2019. E. Clarke explained that she can no longer attend these meetings unless they are during the day. S.Gulotta asked that the secretary inquire with the BPHA and ask what the meeting requirement for the Board to attend per year to stay in compliance.

Clerk's Report: The clerk explained that Frog Cottage Bakery is licensed with the Town as a residential kitchen. However, the owner of this establishment only uses her kitchen during the holiday season as needed. The secretary asked the Board to consider changing her inspections from two inspections per year to one. **S. Gulotta motioned, with a second from D. Lewis to allow Frog Cottage Bakery to be inspected annually during the holiday season. The motion passed 3-0.**

Public Inquiries: Martin Mitsoff attended the meeting tonight to inform the Board that the Berkshire Record & the Sheffield Times published an article after an interview. In that interview Martin stated that he attends a number of meetings in town and various board meetings like the Board of Health. The reporter accidently wrote that he was a member of the Board of Health. He wanted to come tonight to set the record straight as he is not a member of the Board of Health and does not and will not portray himself as a member as he does not want to mislead the public in any way. The Berkshire Record published a retraction the following week but the Sheffield Times cannot. A brief discussion ensued. S. Gullota thanked Martin Mitsoff for his attendance this evening.

S. Gullotta motioned, with a second from E. Clarke to adjourn the meeting. The motion passed 3-0.

The meeting adjourned at 6:48 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Meeting Agenda Sign in sheet, Health Code Regulation submitted by Michelle Nourse, Application binder from Pine Lake Farm.

Respectfully submitted by:



Renee LeClair
Board Secretary

Sheffield Board of Health

Date: March 11, 2019

PLEASE PRINT: Your Name

Street, Town

1. Michelle Hanse Home Rd, Sheffield
2. MARTIN C. MITSOFF Undermtn Rd. "
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