

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
NOVEMBER 13, 2017  
FIRST FLOOR MEETING ROOM  
6:00 PM**

Board Members Present: Sarah Gulotta, Chairman  
Eileen Clarke  
Walter Hewins, III

Board Members Not Present: David Lewis  
David A. Smith, Jr.

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

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

**Approval of Minutes:** The Board reviewed draft meeting minutes from October 2, 2017. *E. Clarke motioned, with a second from S. Gulotta to approve the October 2, 2017 minutes as written. The motion passed 3-0.*

**Upcoming Conferences/Mail:** The Board read a memo from Jill Hughes regarding a proposal for a new procedure for bill paying. A discussion ensued. *S. Gulotta motioned, with a second from W. Hewins, III to allow Jill Hughes to sign off on the bills payable sheet and give a copy to the Board. The motion passed 3-0.*

**Berkshire Public Health Alliance:** The next Alliance Governing Board meeting is scheduled for November 30<sup>th</sup>. E. Clarke is planning on attending.

**Clerk's Report:** The clerk had nothing to report.

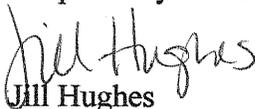
**Public Inquiries:** There were no public inquiries.

*S. Gulotta motioned, with a second from W. Hewins, III to adjourn the meeting. The motion passed 3-0.*

The meeting adjourned at 6:03 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, Draft minutes from 10/2/17, Memo from J. Hughes.

Respectfully submitted by:

  
Jill Hughes  
Board Secretary

**Board of Health**

Date: November 13, 2017

**Name – PLEASE PRINT**

**Street, Town**

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