

**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 30th. E. Clarke is planning on attending.

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

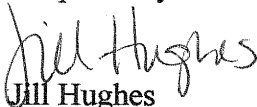
Public Inquiries: There were no public inquiries.

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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