

**TOWN OF SHEFFIELD
BOARD OF HEALTH
SEPTEMBER 8, 2014
DOWNSTAIRS MEETING ROOM
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Rene Wood
Fred Panitz
Nadine Hawver

Others Present: Jill Hughes, Board Secretary

Members of the public (see sign in sheet)

Chairman P. Cote called the meeting to order at 6:00 pm.

The Board reviewed draft minutes for the August 6, 2014 and August 11, 2014 meetings. **R. Wood motioned, with a second from N. Hawver to accept and approve the August 6, 2014 and August 11, 2014 minutes as written. The motion passed 5-0.**

Update 33 Kellogg Road: The Board reviewed and discussed the September 2, 2014 letter to Ms. Gavroy from Building Commissioner Tom Carmody. Chairman Cote informed the Board that a letter was sent to Attorney Schatz inquiring about whether or not the window casings have been secured in the apartment and a discussion ensued.

Update on Rental Inspections: F. Panitz spoke about housing inspections and the State Sanitary Code and a discussion ensued. R. Wood stated that the Board of Selectmen are planning on sending letters to all appropriate license holders about required inspections. She also suggested the matter be put on a future agenda to discuss further. N. Hawver is working on the educational letter, which should be ready to review at the October meeting. The Board also discussed having a conversation with Building Commissioner Tom Carmody about what his inspection consists of. R. Wood stated that she was informed of a change that was made to the CDBG program. Rental properties will now be eligible for the grant. She asked the Board if she should inform Attorney Schatz of the change so she could inform her client. The Board agreed that Attorney Schatz should be notified.

DEP Letter to Sheffield Water Company: The Board reviewed a letter from MassDEP dated August 14, 2014 to the Water Company due to elevated levels of Manganese in the water. The water tests were collected on May 13, 2014. A discussion ensued about why it took almost three months for the DEP to send the letter and about the notice in the newspaper and letter to residents that the Sheffield Water Company had to send out. R. Wood informed the Board that she spoke to DEP about this and that as of July 1, 2014 DEP changed their policy regarding Manganese. The Board received results of current water quality tests that show the Manganese levels are low and within the allowed limits. A discussion ensued about sending DEP a letter about how they could improve future

programs including notification in a timelier manner. *R. Wood motioned, with a second from S. Smith to authorize Chairman Cote to collect comments via the Board secretary and the Sheffield Water Company and write a letter to the DEP and ask them to issue a letter of correction. The motion passed 5-0.*

DEP Letter to Berkshire School: The Board reviewed and discussed a Notice of Noncompliance dated August 15, 2014 from MassDEP to Berkshire School. The Board also reviewed an email dated September 5, 2014 with an attached Certification of Public Notification to MassDEP from Berkshire School. There was no further discussion as the matter is now resolved.

BOH Contact List Update: The Board secretary handed out a current contact list and asked the Board to review and make any corrections. It was decided that this should be done every July 1, 2014 when the Board reorganizes.

Tobacco Policy: R. Wood has made final changes to the document and discussed making a change to Section 3.3. She will send the final draft to the Board secretary to distribute. A discussion ensued about holding a meeting for public comment and about sending a letter to all Tobacco license holders with the information so they are aware of the proposed changes. R. Wood offered to write the letter and the ad that will be placed in the local newspaper informing residents of the public meeting in October. The Board then discussed changing their next meeting to October 21, 2014 so there is time to send out the letters. *N. Hawver motioned, with a second from F. Panitz to accept the draft Tobacco Policy with the minor change that was presented. The motion passed 5-0.*

Mini Grant: The Board reviewed the price quote that F. Panitz presented for the ATP Cleaning Verification System. The Board received the check from the Dept. of Public Health to pay for the unit. A discussion ensued about the paperwork that needs to be submitted as part of the grant. R. Wood offered to work with the Board secretary on it. *R. Wood motioned, with a second from N. Hawver to purchase the ATP Cleaning Verification System (Hygenia) with the grant money that was awarded from the Dept. of Public Health. The motion passed 5-0.*

Upcoming Conferences: The Board reviewed upcoming conferences. R. Wood and N. Hawver will be attending the BOH Training on 9/15/14.

Berkshire Public Health Alliance: Chairman Cote informed the Board that she will be attending the next meeting on September 11, 2014 @ 6PM.

Clerk's Report: The Board clerk informed the Board that a contractor was applying for a Certificate of Compliance (COC) for a recently installed septic system, but that they have not received a letter from the Engineer stating that he had inspected. The Board will not issue the COC without the Engineer signing off. A discussion ensued about sending the Engineer a letter. S. Smith offered to contact him to talk about the issue first. *R. Wood motioned, with a second from S. Smith to pull the Engineer's license and send a letter requesting a letter of inspection depending on what S. Smith finds out once he has spoken to him. The motion passed 5-0.*

The clerk informed the Board about an email they received dated 8/25/14 regarding the Fencers Club Summer Camp that was held at Berkshire School. Two of the campers went home with Cocksackie virus infection.

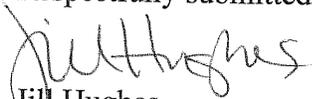
The clerk also informed the Board about a complaint from a resident about a neighbor burning and junk cars on West Road. The police were called and they found the residents were burning in a safe way (in a contained fire pit). A discussion ensued and the Board referred the junk car complaint back to the police.

A motion to adjourn was made by R. Wood, with a second from S. Smith. The motion passed 5-0.

The meeting adjourned at 7:04 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; 8/6/14 and 8/11/14 draft meeting minutes; Letter dated 9/2/14 to Jeanette Gavroy from Tom Carmody; 8/14/14 letter from MassDEP to Sheffield Water Co; Letter from Sheffield to residents and water quality report; 8/15/14 letter from MassDEP to Berkshire School; 9/5/14 email from Berkshire School; 8/26/14 letter from DPH grant award; 9/4/14 complaint from resident on West Rd and 8/25/14 email from Fencers Club Camp.

Respectfully submitted by:



Jill Hughes

Board of Health Secretary