

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
FEBRUARY 18, 2015  
DOWNSTAIRS MEETING ROOM  
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman  
Scott Smith  
Rene Wood  
Sarah Gulotta-Humes

Board Members Not Present: Fred Panitz

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.

**Minutes:** The Board reviewed draft minutes for the January 20, 2015 meeting. *R. Wood motioned, with a second from S. Smith to approve the January 20, 2015 minutes as amended. The motion passed 4-0.*

**Report on Budget FY2016:** Chairman Cote informed the Board about her meeting with the Town Administrator to review the proposed budget for FY2016. Administrator LaBombard lowered the amount that the Board requested for Contracted Services and Mileage. The budget recommendation is now at \$7,165.00. R. Wood inquired about the draft warrant articles that the Board presented. P. Cote stated that Administrator LaBombard did not have any issues with those.

**Complaint-Polikoff Road:** Last month the Board received a complaint from a resident about their neighbors keeping farm animals near the property boundaries and in close proximity to their private well source. S. Smith informed the Board about the research he did on the matter and his conversation with Town Counsel. The Board reviewed and discussed MGL Chapter 111 Section 143. S. Smith stated that when the weather breaks he will go with Animal Inspector, Marty Clark and talk with the residents. A discussion ensued about drafting a regulation that there be no farm animals within 100-feet of a neighboring well and whether properties that already have animals would be grandfathered. R. Wood will look into the Board adopting a regulation. S. Smith will contact Charlie Kaniecki to inquire if properties would be grandfathered and will also contact Town Counsel if needed. J. Hughes will contact Juliette Haas at the Egremont Board of Health to inquire if they have a regulation.

**Letter of support for 2015 Sheffield-Becket CDBG regional application:** Chairman Cote updated the Board about the letter of support that was sent on January 28, 2015.

**Food Inspections:** The Board reviewed the draft letter that will be sent to all Proprietors in Town regarding the policy for collecting fees for food inspections. A discussion ensued about billing the inspection fees at the same time as the 2016 annual license fee. R. Wood will update the letter to reflect the changes. A discussion ensued about whether or not to charge non-profit organizations for their food inspections, since they do not pay a license fee. The Board decided to not charge Dewey Hall, Kiwanis and the American Legion inspections fees. R. Wood will draft a form letter for our Food Inspector to hand out at the time of inspection if needed.

**Town Website:** The Board of Health page is in the process of being updated. It was discussed that the webpage should be checked every July and December to see if any changes need to be made.

**Upcoming Conferences/Mail:** Upcoming conferences were reviewed by the Board.

The Board also reviewed and discussed the Board's current FY2015 budget report.

The Board received a letter dated February 5, 2015 from the Town Administrator stating that the Board of Selectmen voted to amend Town Hall hours and close to the public on Wednesdays beginning March 4, 2015.

**Berkshire Public Health Alliance:** The Board has not been notified of an upcoming meeting.

**Clerk's Report:** The clerk informed the Board about a complaint that was received today from a resident on Home Road and a discussion ensued. R. Wood recused herself since she may be an abutter to the property. The clerk will contact the Assessor's office to find out who the property owner is. *S. Smith motioned, with a second from S. Gulotta-Humes that once we obtain the owner's information we draft a letter that we received a complaint and need to conduct an inspection of the property. The motion passed 3-0. R. Wood abstained from the vote.*

The Board discussed the property on 730 South Main Street that the Board condemned in 2013. R. Wood offered to contact Charlie Kaniecki and the lawyer in the Attorney General's Office to inquire if any further action needs to be taken at this time. She will report back to the Board secretary with her findings.

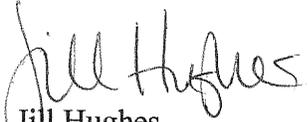
*R. Wood motioned, with a second from S. Gulotta-Humes to adjourn the meeting. The motion passed 4-0.*

The meeting adjourned at 7:15 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; 1/20/15 draft meeting minutes; FY2016 Budget detail; 1/9/15 complaint letter Polikoff Rd; 1/28/15 CDBG letter of support; Draft letter regarding inspections to food

establishments; FY2015 budget report; 2/5/15 letter from Town Administrator re: Town Hall hours; 2/8/15 complaint property on Home Rd.

Respectfully submitted by:

  
Jill Hughes  
Board Secretary