

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
NOVEMBER 14, 2023  
TOWN HALL FIRST FLOOR MEETING ROOM  
5:30 PM  
MEETING MINUTES**

Members Present: Pat Levine, Chair  
Scott Smith  
Eileen Clarke  
Todd Ranolde  
Joshua Webb

Others Present: Chief Eric Munson, Chief of Police  
Pamela Tambourine, Board Administrator

Members of the Public: None

Chair Levine called the meeting to order at 5:30 PM.

**Discussion with Chief Eric Munson Regarding Disaster Preparedness Collaboration Roles and Responsibilities:**

Chief Munson explained emergency preparedness and operations in Sheffield, MA.

Sheffield's disaster preparedness roles and responsibilities, including designated emergency operations center and shelter locations.

The designated town emergency operation center is in the basement of the police station; all communications happen there and are supplied with generator systems, bathrooms, and food.

The school is a designated shelter for 2500 people and pets during a disaster. FEMA and MIMA designated the school as a shelter because of its facilities

The use of the Sheffield Senior Center as a heating and cooling shelter during emergencies, with the library also available on an informal basis.

The Emergency Operations Center is led by the chairman of the Board of Selectmen, who has the final say on all decisions, including financial interests.

The chairman of the Board of Health directs health and medical services during emergencies.

The Board of Health would lead shelter operations during a disaster, including food inspection and medical care.

The fire department, police department, and emergency management are prepared to provide supplies for a shelter in the event of a disaster.

The emergency management group meets monthly, and discusses grants and disaster preparedness.

**Discussion and Possible Action Regarding 2024 BOH Fees:**

Reviewed and discussed revised 2024 BOH fees.

**J. Webb motioned to approve BOH fees as presented, and S. Smith seconded. The motion carried unanimously 5-0.**

**Discussion and Possible Action Regarding Single Sign-Off on Permits:**

Chair Levine discussed the proposal for implementing single sign-off permits and process improvements for permit applications. Also discussed a single signature policy for food permits, with concerns about reporting and enforcement. After a short discussion of the benefits and challenges of this initiative, it was decided that further examination and assessment are required before making any final decisions. As a result, the action item regarding single sign-off on permits has been tabled until the next meeting.

*Board of Health  
November 14, 2023 Meeting Minutes*

**Discussion and Possible Action Regarding Inspection of Housing Units and Associate Fees:**

Chair Levine addressed the issue of housing units and associated fees; however, it was brought to the Board's attention that insufficient information was available on these matters to initiate a fully informed discussion. As a result, it was decided to table the discussion for the next meeting.

**P. Levine moved to approve the minutes from October 10, 2023, and J. Webb seconded. The motion carried unanimously 5-0.**

**Review/Discussion Mail:** The Board reviewed the mail.

**Board Members Items:** None

**P. Levine motioned to adjourn the meeting, seconded by S. Smith. The motion passed unanimously. 5-0**

Chair Levine adjourned the meeting at 6:25 PM.

Respectfully Submitted by:



Pamela Tambourine  
Board Administrator

**Documents reviewed at the meeting:**

Town of Sheffield BOH Fees

Emergency Preparedness and Operations Handout

Minutes