

**TOWN OF SHEFFIELD  
BOARD OF HEALTH  
February 13, 2024  
TOWN HALL FIRST FLOOR MEETING ROOM  
5:30 PM  
MEETING MINUTES**

**Members Present:** Pat Levine, Chair  
Eileen Clarke  
Todd Ranolde  
Joshua Webb  
Scott Smith (Absent)

**Others Present:** Pamela Tambourine, Board Administrator  
Jim Wilusz Executive Director Public Health  
Jayne Smith Tri Town Health Dept.

**Members of the Public:** See Sign-in Sheet

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

**Discussion and Possible Action on State Tobacco Regulations / Presentation, by Jim Wilusz, Southern Berkshire Public Health Collaborative:**

The Tri-Town Health Departments working with its Tobacco Awareness Program of the Berkshires was invited to give a presentation to the Sheffield BOH on goings on related to the current grant programs that covers 14 towns.

At this time Sheffield is not part of the grant program so it can't receive the services through the grant. Jim provided a high level overview of the history of the grant and the towns it serves. They conduct education visits to stores, youth compliance checks, and provide TA to boards to adopt and implement regulations. Jim offered to the BOH that the current Collaborative inspector could begin to conduct routine educational visits to get stores acclimated and in compliance until such time the grant contract reopens and then invite Sheffield to join the grant at no cost to the town.

**P. Levine moved to approve and accept the offer of education and inspection regarding regulation for tobacco control and E. Clark seconded. The motion passed unanimously 4-0.**

**Discussion and Possible Action on Southern Berkshire Public Health Collaborative Assistance to the Board of Health: Jayne Smith**

- Draft a proposal for a new contract structure for inspection fees between the town and the collaborative, and send it to the board for review
- Suggested billing the town of Sheffield for inspections conducted at \$50 per inspection rather than the current \$75 per hour.
- Proposed using a revolving account to collect funds from inspections and pass them on to the collaborative, rather than the town spending money per hour.
- Agreed to restructure the contract to reflect the work being done, with no minimum hours required.
- Collaborative aims to help Boards of Health "be the best they can be" with sustainable funding.
- The town's financial analysis shows that the new inspection fee collection method will save costs.

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**Discussion/Possible Action Regarding Annual Budget:**

Reviewed Annual Budget with minor corrections.

**P. Levine moved to approve the Annual Budget with corrections made with and T. Ranolde seconded. The motion passed unanimously 4-0**

**Discussion/Possible Action on Inspection on Lilac Lane Residence:**

- The inspector identified two outstanding issues at the property: the roofline above the kitchen and the structural stability.
- Requested for the board to consider extending the timeframe for Pam Mercer to address structural issues and wheelchair access at her home beyond the 30-day deadline set by the inspector.
- Discussed a bedroom with limited egress options due to clutter and blocked doors and windows.
- Concerned about the lack of functional windows for egress in the bedroom.
- Suggested a flexible solution to address the issues while maintaining regulatory integrity
- Suggested involving Berkshire Regional to determine a reasonable timeframe for addressing egress issues.
- Discussed a plan for handling the two aspects of work and agrees to review the report on the Lilac Lane residents by the end of the month.
- Proposed a deadline extension for structural and egress issues on a property, with a plan to be submitted before the next meeting.

**P. Levine moved to approve the plan for the handling of the two aspects of work and J. Webb seconded. The motion passed unanimously 4-0.**

**Discussion/Possible Action of Receivership Presentation:**

- Expressed interest in working with the Housing Commission on the vacant property program.

**Discussion/Possible Action BCBOHA Spring 2024 event March 21:**

- The Berkshire County Boards of Health Association is having a spring meeting where they are having a speaker who is the chair of the Commissioner of Public Health for the state.

**Approval of Meeting Minutes 12/12/23-1/9/2024-1/16:**

**J. Webb moved to approve the minutes from December 12, 2023, January 9, 2024 and January 16, 2024 and E. Clarke seconded. The motion passed unanimously 4-0.**

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

**Board Member Items:** None

**Public Comment:** None

**P. Levine motioned to adjourn the meeting, seconded by J. Webb. The motion passed unanimously 4-0**

Chair Levine adjourned the meeting at 6:40 PM.

Respectfully Submitted by:

  
Pamela Tambourine  
Board Administrator

There were no documents reviewed at this meeting.

- MTCP Board of Health Tobacco Program
- Annual Report
- Inspection Form 16 Lilac
- Minutes 12/12/23-1/9/2024-1/16