

**TOWN OF SHEFFIELD
BOARD OF HEALTH MEETING MINUTES
DECEMBER 12, 2023
TOWN HALL FIRST FLOOR MEETING ROOM
5:30 PM**

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

Members Absent: Eileen Clarke

Others Present: Pamela Tambourine Board Administrator

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

Matthew Bryan, Senior Public Health Planner, BRPC, was present to discuss the write-up needed for the town's disaster management plan.

- Discussed congressional housing and emergency preparedness, focusing on responsibilities and continuity during recovery.
- Continuity of operations plan for emergencies and pandemics, including inspection and reporting.
- Suggested revising the resource list and coordinating with the chief medical examiner during mass casualty incidents.
- Recommended developing a continuity of operations plan for inspection and public health nursing services during emergencies.

Discussion and Possible Action Regarding Approval of 2024 Licenses:

All licenses for 2024 were approved and signed.

Discussion and Possible Action Regarding Single Sign-Off on Permits

The Board proposed allowing single signature events outside the annual license, citing last-minute vendor changes and event organizing challenges.

S. Smith motioned, with a second from T. Ranolde, to approve a single sign-off signature for events that require a signature in request with a short timeframe outside of the annual license process and to allow one member to sign. The motion passed unanimously4-0.

Discussion and Possible Action Regarding Inspection of Housing Units and Associated Fee:

There was no discussion, this item was passed over.

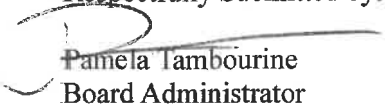
Minutes:

P. Levine moved to approve the minutes from November 14, 2023, and S. Smith seconded. The motion passed unanimously4-0.

J. Webb motioned to adjourn the meeting, seconded by S. Smith. The motion passed unanimously4-0.

Chair Levine adjourned the meeting at 6:00 PM.

Respectfully Submitted by:


Pamela Tambourine
Board Administrator

No documents were reviewed at this meeting.

*Board of Health
December 12, 2023 Meeting Minutes*