

TOWN OF SHELBURNE
Minutes of Meeting
Board of Health
Monday, November 20, 2018

A duly posted meeting of the Shelburne Board of Health was held on Monday, November 20, 2018 at 6:30 pm in the meeting room at Shelburne Town Hall, 51 Bridge St., Shelburne Falls, MA.

Present: Deb Coutinho, Chair

Bob Gonzalez

Rob Hicks

Andrea Crete, FRCOG CPHS

Administrative Assistant: Liz Kidder, over the phone.

Absent:

Audience:

The meeting was called to order at 6:35 pm. Deb noted that Liz Kidder was participating and taking minutes by speakerphone.

Motion to approve the minutes of August 27, 2018 was made by Deb and seconded by Bob.

Vote: 3 in favor, 0 opposed, 0 abstentions

Poll of Audience: no one present

Appointments: none

Special Permit Applications/Variations: Deb noted that she had signed a waiver of the Board's 35 day review period for the former "Notion to Quilt" building's conversion from a commercial to a municipal use by the Shelburne Police Department. Deb will attend the Dec. 6th special permit public hearing being held by the Shelburne ZBA.

Transition to the FRCOG CPHS Program-Andrea Crete: Andrea reported that the transition seemed to be going fairly smoothly. She had already inspected the installation of a septic system that was done by the property owner. She said it passed inspection but that it created a new challenge for the online-permitting which she would work through with the FRCOG staff. Bob Gonzalez said that it was not unusual in this area for a contractor to install his own septic system but not be licensed as a Disposal Works Installer. Andrea said there was no problem as long as the contractor was installing his own system and not selling the property in the near future.

Andrea had also inspected the Shelburne House B&B on Colrain Shelburne Road. This house had previously been a B&B under other owners and the new owners were well prepared and had all the necessary permits. She has also walked several people through the online permitting process. Deb noted that she still gets phone calls and she answers questions and refers them to the FRCOG. Liz noted that she uploaded a link to the FRCOG website on the Shelburne Board of Health website.

Liz noted that she had started a list of all online short term rentals, rooms or whole apartments, that are on AIR B&B and VRBO. She noted that until this summer, there were usual 7-8 listings in Shelburne and now there are over 20. Liz will try to find addresses for them and Andrea will send out notifications to them that they need to now be permitted in the Town of Shelburne. Andrea noted that in another town when they do not know the address for a specific online listing, one of their members sends in a request to make a reservation and when they get a response, notify the owners that they need to be permitted by the local Board of Health and ask for their contact information. Liz said she would also contact the business association and ask for their help to get the word out about the permitting and inspection of short term rentals.

Moonlight Magic: Deb, Andrea and Rob reviewed the list of vendors that the GSFABA organized for Moonlight Magic. A discussion was held regarding the \$50 fee for a temporary food vendor's permit as charged on the FRCOG online permitting. This is twice what Shelburne has been charging. Andrea suggested discussing that line of the fee schedule during the next CPHS Board meeting. The consensus of the Board was that \$50 was too high for an event such as Moonlight Magic. Andrea suggested that there could also be a fee schedule for temporary events that charged different amounts for a permit depending upon what type of food was being served. Deb, Rob and Andrea will meet at 4pm on Friday to conduct the food inspections for Moonlight Magic.

Adult-Use Marijuana Health Regulations – the Board has not received word of any applications in Shelburne.

Emergency Management – Deb reported that she and Chris Myers spent a day participating in a drill designed to train local emergency service personnel in how to respond if there was a breach of the Harriman Reservoir Dam. It was a day-long event that was very informative and very worthwhile. Deb found it very helpful to work with people from various emergency services.

Inspections – Food Service--the Board reviewed the inspection checklist. Andrea noted that she and Randy Croshier were going to start scheduling inspections. The Board asked Andrea to make sure that the Buckland/Shelburne Elementary School is inspected before the end of the year.

Tobacco Control Enforcement – Deb reported that have not been any recent changes to regulations and there have not been any reports of violations by Shelburne vendors.

Permit requests – none

DPH reports – none

DEP reports – none

Invoice – none

Review of phone messages, mail and emails – it was noted that it has been very quiet lately.

Other Business not reasonably foreseen 48 hours prior to the meeting - nothing presented.

Schedule next meeting: Tuesday, January 15, 2019 at 6:30 pm

Adjournment

A motion to adjourn the meeting was made by Bob and seconded by Rob.

Vote: 3 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 7:12 pm

Respectfully submitted by:

Liz Kidder

Administrative Assistant

List of Documents:

Spreadsheet of local online short term rental listings

List of Vendors for Moonlight Magic

Current spreadsheet for food service inspections

FRCOG Fee schedule