

**BOARD MEMBERS**  
*Andrew Tierney, Chairman*  
*Stan Soby, Vice Chairman*  
*Peter Hughes, Treasurer*  
*Susan Bransfield*  
*Rosemary Coyle*  
*Robert Smith*  
*David Cox*  
*Kate Morris*



**DIRECTOR of HEALTH**  
*Russell Melmed, MPH*

*Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland*

## Chatham Health District Board of Health

May 25, 2021 01:00 PM

Zoom Meeting ID: 83114979200

Present: Stan Soby Peter Hughes Robert Smith  
Rosemary Coyle Kate Morris Susan Bransfield

Others: Russell Melmed

### 1. Call to order

Vice Chairman Soby called this regular meeting of the Board of Health to order at 2:06pm.

### 2. Additions to the agenda

There were no additions to the agenda.

### 3. Public Remarks

There were no public remarks.

### 4. Communications

#### a. Reopening Letter for Senior Centers

Mr. Melmed stated that he had sent a letter to senior centers regarding resuming all in-person programs.

### 5. Approval of minutes from 5/25/2021

**Motion was made by Ms. Coyle, seconded by Ms. Morris to approve the minutes of May 25, 2021 as written. Vote was unanimous in favor.**

### 6. Director's Report and discussion

#### a. COVID-19 Situational Awareness Update

Mr. Melmed stated that the weekly transmission rates currently are in the single digits throughout the District. Mr. Melmed stated that through contact tracing, most of the cases are within unvaccinated families.

#### b. Vaccine Update

Mr. Melmed stated that large vaccinations clinics have ceased. The District did receive a grant for vaccine equity outreach. Events have been planned throughout each of the towns; Colchester Carnival, Music on the River in East Haddam, Patio Party East Hampton Library, Portland Housing, Blish Park, Cragin Library, as well as schools and food banks. We have two

new hires, Stephanie Reyes and Anika Maybin, who are working under the grant doing the vaccine outreach and education.

c. Environmental Health

Mr. Melmed stated that Environmental Health staff are working with DEEP to encourage two neighborhoods in East Hampton to participate in an investigation into their private drinking water for PFAS. PFAS was found in firefighting foam and has been detected in areas where there were large fires; Gong Bell and Bevin Bell. There is also outreach being conducted in areas in East Haddam for Arsenic.

Mr. Melmed stated that the District has begun registering and inspecting campgrounds, as required by state statute. Mr. Melmed noted that there is a new campground being built in East Haddam with approximately 45 cabins all connected to one septic system. Mr. Melmed explained that this system installation will require several inspections of the sewer lines. In review of the process and discussion with staff, it was determined that charging one septic installation fee of \$165 would be insufficient. It was more reasonably determined to utilize the fee for "Other Inspection" of \$100 for every five sewer line inspections.

Mr. Melmed stated that temporary events have begun. Mr. Melmed stated that he had Ryan McCammon initiate a temporary event inspection coverage system whereas each weekend a sanitarian is assigned coverage for inspections. Mr. Melmed also stated that during the pandemic regular food service establishment inspections were suspended. All sanitarians have now been assigned a certain number of inspections to be conducted and these inspections are now being caught up.

Mr. Melmed stated that the District currently has five full-time sanitarians and one part-time. The part-time sanitarian was funded by the ELC grant for COVID19 response. Mr. Melmed stated that he can no longer justify the grant funding due to the fact that there is no longer sanitarian COVID19 work anymore. The State did approve a budget that includes additional per capita funding for public health. Chatham Health District will be receiving an additional \$58,519.70. Mr. Melmed plans to utilize the additional per capita to fund the current staffing level for the year due to the very demanding work load.

Mr. Melmed stated that the District will begin looking into a digital health department for applying and making payment online.

d. Community Health

Nothing discussed.

e. Staffing

Previously discussed.

f. FY2021 budget

Mr. Melmed stated that budget is strong. Although temporary events and food service is under budget other land use activity was high. Mr. Melmed stated that he would like to hold a budget committee meeting to discuss the 2021 budget, particularly establishing a designated fund for

COVID19 response. Additional, Mr. Melmed would like to also discuss establishing a work-from-home policy and update the holiday schedule to include the new Juneteenth holiday.

g. FY2022 budget

Mr. Melmed stated that due to the increase in per capita and additional grant funding the budget looks solid. Mr. Melmed stated that he intends to do a salary survey this year.

7. Old Business: PHHSBG funds-finance/personnel committee meeting

Mr. Melmed stated that this will be a discussion item for the personnel committee meeting.

8. New Business: Transfer of funds from Capital reserve for vehicle purchase

Mr. Melmed noted that the District did purchase a 2021 Jeep Compass of the State contract list.

**Motion was made by Mr. Hughes, seconded by Mr. Smith, to transfer \$21,758.76 from Capital Reserve to Vehicle Purchase. Vote was unanimous in favor.**

9. Public Remarks

There were no public remarks.

10. Adjournment

**Following no further business to discuss motion was made by Ms. Coyle, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:59pm.**