

BOARD MEMBERS
Andrew Tierney, Chairman
Vacant, Vice Chairman
Peter Hughes, Treasurer
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Rosemary Coyle
Emmett Lyman
Michael Maniscalco
Kate Morris
Stan Soby



DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health

November 27, 2018, 1:00 PM

Marlborough Town Hall, 26 North Main Street, Marlborough, CT.

Present: Andrew Tierney Emmett Lyman Peter Hughes
 Michael Maniscalco Stan Soby Susan Bransfield
 Kate Morris Rosemary Coyle

Staff: Don Mitchell Steve Knauf Liz Davidson

1. Call to order

Chairman Tierney called the meeting to order at 1:00 pm.

Chairman Tierney requested the Board to add an item to the agenda under New Business, item b., extension of the Health Director’s contract.

A motion was made by Ms. Bransfield, seconded by Mr. Soby to add the extension of the Health Director’s contract to the agenda. Vote was unanimous in favor.

2. Public Remarks

Chairman Tierney discussed a recent article that was in the Rivereast regarding the Chatham Health District. Chairman Tierney wanted to clarify what was discussed with the reporter. She had asked him about some of the Board meetings that had been cancelled. He said the dates and times had been moved to reflect the attendance of the meetings. What he said was that it was up to the towns in the district to make sure to get people to represent the towns, which she didn’t state. The reporter wrote that Chairman Tierney said that the towns need to put better people on the Board of Health, and he clarified that that was not his statement. Chairman Tierney apologized for offending anyone and that his comments were misconstrued.

3. Communications

a. Letters of support received in East Haddam
See Attached.

4. Director of Health Report

a. Melissa Pierce starting December 3rd, 2018
Mr. Mitchell reported that Melissa Pierce is coming to the Chatham Health District from South Windsor and West Hartford. She is proficient in food inspections and has experience with salon regulations.

b. Auditor has been contacted to perform audit, he will request an extension

Mr. Mitchell reported that there had been some communication problems which have been ironed out, but the auditor is asking for an extension. The audit should go smoother this year due to Quickbooks.

c. Food Service License Applications going out

Mr. Mitchell reported that the letter and applications will be going out this week. They will be reflecting the new classifications and new fees, but making it clear that there is a scheduled public hearing on the fees. The public hearing will be at the next meeting which is on December 18 in the Marlborough Town Hall.

5. Old Business

a. Salon regulation is ready but Melissa will review and possibly simplify. Training opportunities will be part of establishing the regulation

Mr. Mitchell reported that the salon regulation is ready and Ms. Pierce will look at it when she comes on board. She may simplify some things. The place she is currently employed sent us their regulations, but it's only on tattooing and we need more of the whole cosmetology realm. He will review those regulations with Ms. Pierce and get them prepared for public hearing. Chairman Tierney requested it be sent out to the board prior to the public hearing so they can review it as well.

b. Ads placed for Health Director

Mr. Mitchell reported that the ad has gone out to the Health Alert Network through the state of Connecticut, the Connecticut Association of Directors of Health, and the National Environmental Health Association Regional Vice President. Chairman Tierney asked if Mr. Mitchell had conversations with the state, and he reported he did. Mr. Mitchell stated that he requested that DPH refrain from using Chatham Health as a reason for district assessments. He feels they will probably back off and he will discuss it with the commissioner as well. Calls have been coming in with some interest for the job. Mr. Hughes asked for Mr. Mitchell to send the ad out to health director's associations in others states as well. Mr. Mitchell reported that the ad states a Registered Sanitarian or Registered Environmental Health Specialist is preferred even though the job description states it is required because he didn't want to limit the possible candidates. The closing date on the ad is January 2. Mr. Mitchell mentioned to add to the next agenda for next meeting to discuss the interview process.

6. New Business

a. Budget workshop date(s) – Personnel committee

Mr. Mitchel would like to meet with the personnel committee and have a budget workshop. There are going to be many salary and expense changes and he would like to have input on how to make everything balance out. Chairman Tierney discussed that he is looking for Mr. Mitchell to submit a structure. Mr. Hughes discussed that the Board should be aware that the increase in the budget is going to be rather large. Discussion ensued.

It was discussed that the Environmental Committee and the Community Health Committee need to meet. Mr. Knauf suggested that it helps if the Environmental Committee meets prior to the budget workshop so they can understand what the environmental needs are.

b. Don's contract extension

See attached letter.

A motion was made by Mr. Hughes, seconded by Mr. Soby to extend Don Mitchell's contract. Vote was unanimous in favor.

7. Approval of October 17, 2018 and November 14, 2018 meeting minutes

A motion was made by Mr. Tierney, seconded by Mr. Hughes to approve the October 17, 2018 and November 14, 2018 minutes. Ms. Coyle abstained. Vote was unanimous in favor.

8. Public Remarks

Mr. Knauf discussed the need to double efforts to hire part-time people for food service. He reported being short on part-timers. Mr. Mitchell said he would re-advertise.

Mr. Tierney discussed finishing the letter to East Haddam.

Mr. Mitchell reported Ms. Pierce will have a presence in East Haddam.

The Board asked about remaining flu clinics with Mr. Mitchell reporting there is one this afternoon as well as one more in December and he will make sure it is advertised. Vickie Han will also make appointments.

9. Adjournment

Following no further business to discuss a motion was made by Ms. Bransfield, seconded by Mr. Soby, to adjourn the meeting. Meeting adjourned at 2.00 pm.

Emmett J. Lyman, First Selectman
1 Plains Road
P.O. Box 385
Moodus, CT 06469

Dear Emmett,

We have worked with Chatham Health District (CHD) and Don Mitchell regularly in recent years, both on questions regarding our residence and on behalf of the lake community in East Haddam. This letter is in support of the many services they provide in a professional manner to maintain appropriate public health standards both in East Haddam and throughout the District.

Greatly appreciated is that Don and the CHD team do not cut corners. They do things the right way for the right reasons, which is challenging with often limited resources. Without their continuous commitment to enhancing our local area, health standard maintenance and enforcement in our communities could easily diminish.

Don is consistently very responsive to inquiries that we make, is available to attend meetings with groups to discuss public health issues and is obviously passionate and diligent in performing his role as Director of Health.

We heartily endorse maintaining Chatham Health District as our public health watchdog. Please let us now if you wish to discuss this further with us.

Sincerely,

Felicia Tencza and Randy Miller
22 Forest Way, East Haddam

copy: Don Mitchell, Chatham Health District Director of Health

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Colchester, CT 06415

Emmett J. Lyman, First Selectman
Town Office Building
P.O. Box 385
1 Plains Road
Moodus, CT 06469

Dear Mr. Lyman,

Thursday, November 1, Don Mitchell, Director of Health Chatham Health District contacted me. From our discussion I understand that the Town of East Haddam is considering leaving the Chatham Health District and joining the CT River Area Health District.

As secretary of the Property Owners Association of Lake Hayward (POALH), I want to take the opportunity to tell you about the benefits Chatham Health District has provided. First Don has been a champion of weekly water testing for the three beaches at Lake Hayward. With our voluntary water collection, CHD has provided an umbrella of services for POALH. These include transport of our 9 samples to the state lab in Middletown weekly, coordination of any beach closures with the state, and reporting back to us the e. coli levels of all samples taken weekly for our ongoing understanding of our lake health. Don has also taken the time to help coordinate blue green algae testing for Lake Hayward. In addition, he forwards photos and questions to the state for further explanation of water conditions we may be concerned with.

Secondly we are extremely thankful for the thorough Septic System program covering new properties, additions, and property sales. With over 400 homes and summer properties close to the lake, and many being built in the first half of the 20th century, the CHD septic system program has help to keep our lake clean.

Don has also been open to our ongoing concerns with keeping Lake Hayward clean, beautiful, and healthy. He has met with POALH

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many times, consulting, giving us up to date information from the state to help improve conditions at Lake Hayward.

Please consider this letter for POALH as a "vote" to keep East Haddam as part of the Chatham Health District.

Please feel free to contact me. Thank you.

Sincerely,

Janet DePratti

Secretary, Property Owners Association of Lake Hayward

jand@lakehaywardct.com

860-578-5850

CC: Bonnie Sudell, POALH President, Corinne Halliday, LQIC Chair

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November 27, 2018

Raul Pino, MD, MPH
Commissioner
Connecticut Department of Public Health
410 Capitol Avenue MS#13COM
PO Box 340308
Hartford CT 06134-0308

Dear Commissioner Pino,

At the August 9, 2018 regular meeting of the Chatham Health District Board of Health, the Board of Health voted to extend Donald Mitchell's contract until October 31st pending performance reviews. Mr. Mitchell's contract was scheduled to expire August 29, 2018.

Mr. Mitchell submitted a letter of intent on October 18, 2018 to step down from his position as Director of Health to allow an orderly transition as he nears retirement. This topic was discussed in more detail at a Board of Health meeting on November 14th in an Executive Session. During this time the correspondence to the State regarding Mr. Mitchell's contract seemed moot.

At the Board's regular monthly meeting held today (November 27, 2018, the Board unanimously voted to extend Donald Mitchell's Director of Health contract until such time as a new Director of Health is appointed. The Board of Health is actively seeking candidates for the position.

Sincerely,

Andrew Tierney
Chairman

Cc:
Ellen Blaschinski, RS, MBA, Chief Regulatory Services Branch
Juanita Estrada, Supervisor, Local Health Administration