

**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  
December 15, 2020 02:00  
Zoom Meeting (ID 874 8275 9340)

Present: Andrew Tierney                      Kate Morris                      Stan Soby  
              Susan Bransfield                     Rosemary Coyle                 Robert Smith  
              David Cox                                 Peter Hughes (arrived 2:16)

Others:                      Russell Melmed

1. Call to order

Chairman Tierney called this regular meeting of the Board of Health to order at 2:01pm.

2. Additions to the Agenda

There were no additions to the agenda.

3. Public Remarks

There were no public remarks.

4. Approval of Minutes from 12/1/2020

**Motion was made by Mr. Soby, seconded by Ms. Morris to approve the minutes of December 1, 2020 as written. Vote was unanimous in favor, with Chairman Tierney abstaining.**

5. Communications

There were no communications.

6. Director's Report and discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that cases have begun to increase following the Thanksgiving holidays.

b. Contact Tracing

Mr. Melmed stated that contact tracing continues to be strained. Due to the number of positive cases within the District more cases are being referred for State contact tracing.

c. COVID-19 Sector Rules Enforcement

Mr. Melmed stated that we are receiving less complaints regarding compliance. The Governor has issued an executive order that allows for violators to be fined up to \$10,000 for non-compliance.

d. COVID-19 Vaccine update

To be discussed further in the meeting.

e. Environmental Health

Environmental Health continues to be very busy in land use.

f. Community Health

Mr. Melmed stated that scheduled flu clinics have ended. Flu shots are still being given on individual basis to expend the remaining doses on hand. Vaccination numbers were slightly lower this year than last due to the late arrival of vaccine.

g. Staffing

Mr. Melmed stated that Christine Miskell has been hired as our new Health Educator/COVID Response Coordinator. Ms. Miskell will be working 27.5 hours per week under the ELC grant.

Mr. Melmed stated that we have reposted for our open Sanitarian position. The position has been expanded to Sanitarian I, II, III.

h. YTD expenditures and revenue

Mr. Melmed stated that it is difficult to gauge the numbers at this time. Food service licensure renewals have not yet begun to come in and temporary events were way down. Land use activities are up and expenses are slightly lower.

7. 2021 Chatham Health District Budget Discussion

Mr. Melmed noted that this should be the 2022 budget discussion. Mr. Melmed stated that he currently does not have a budget and would like to schedule a meeting with the budget committee, and possible special meeting with the Board of Health, in preparation for a January public hearing.

**Motion was made by Mr. Hughes, seconded by Mr. Smith, that a public hearing be scheduled at the discretion of the Board of Health Chairman. Vote was unanimous in favor.**

Brief discussion was held in regard to scheduling. **Motion was made by Mr. Hughes to simultaneously schedule the public hearing with the January Board of Health meeting and then schedule a meeting for adoption at the January meeting after the public hearing, however allowing a budget line item to approve at the January meeting should there be no objections to the budget. Motion was seconded by Ms. Coyle. Vote was unanimous in favor.**

8. 2021 Chatham Health District Holiday Schedule

**Motion was made by Mr. Cox, to approve the holiday schedule noting that Monday July 5 is the Independence Day holiday, seconded by Ms. Coyle. Vote was unanimous in favor.**

9. 2021 Chatham Health District Board of Health Meeting Schedule

Brief discussion was held regarding maintaining Zoom meetings with the discretion of returning to in person meeting when safe. **Motion was made by Ms. Coyle, seconded by Mr. Smith to approve the 2021 meeting dates with the December date to be December 14<sup>th</sup>. Vote was unanimous in favor.**

10. Municipal Vaccine Administration Discussion

Mr. Melmed stated that local health departments focus for COVID19 vaccination will be Phase 1a and 1b, critical work force group. DPH has not yet finalized which organizations (local health/hospitals) will be responsible for vaccinating which work force groups. Mr. Melmed noted that there is still a lot of confusion as to when we will be receiving vaccine, what specific groups local health will be responsible for, who will be responsible for rosters with the Vaccine Administration Management System (VAMS), the use of Medical Reserve Corps, etc. Discussion was held regarding updating our emergency plan (to include considerations for all aspects of COVID19) and communication to the public to ease anxiety.

11. Old Business

There was no old business to discuss.

12. New Business

There was no new business to discuss.

13. Public Remarks

There were no public remarks.

14. Adjournment

**Following no further business to discuss motion was made by Ms. Coyle, seconded by Mr. Smith, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:07pm.**