

**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 1, 2020, 2:00 PM  
Zoom Conference Meeting (Meeting ID: 86898220381)

Present: Stan Soby Susan Bransfield Rosemary Coyle  
Kate Morris Dave Cox Peter Hughes (arrived at 2:11)  
Robert Smith (arrived at 2:17)

Others: Russell Melmed

1. Call to order

Vice Chairman Soby called this Special Board of Health meeting to order at 2:02pm.

2. Public Remarks

There were no comments from the public.

3. Approval of Minutes

a. 10/27/2020

**Motion was made by Ms. Coyle, seconded by Ms. Morris, to approve the minutes of October 27, 2020 Board of Health meeting as written. Vote was unanimous in favor.**

4. Communications

Mr. Melmed noted that the District received approval for the ELC Grant, \$106,001. This grant will primarily fund a Health Educator/COVID-19 Coordinator position for the next two and a half years. Interviews for the position have been conducted. A candidate has been identified and an offer will be made the in the next day or two.

5. Director's Report and Discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that all the District towns are now in the "red".

b. Contact Tracing

Mr. Melmed stated that there have been approximate 300 new cases in the District in the last 2 weeks. Mr. Melmed is continuing to work with the schools and municipalities, and Vickie Han with the public. Several cases have been deferred to the State contact tracers. Mr. Melmed noted that although the resource is good to have, local connection is lost.

c. COVID-19 Sector Rules Enforcement

Mr. Melmed stated that the State is now in phase 2.1; restaurants and other facilities capacities have been rolled back, school and private team sports have been cancelled. Complaints are continued to be followed up with phone calls and/or site visits, as well as being forwarded to municipal designees for enforcement.

d. COVID-19 Vaccine update

Mr. Melmed stated that planning has begun for clinics to administer the COVID vaccine. Local health departments will be tasked with vaccinating Tier 1 personnel; police, fire, ems, municipal employees, and Board of Ed. There are currently two vaccines that have conditional approval, awaiting emergency use authorization from the FDA. Mr. Melmed stated that once vaccination clinics begin, all staff may be needed to provide support and there may be additional lag time in routine operations.

e. Environmental Health

Mr. Melmed stated that things on the environmental health side have started to slow down a bit. Food establishment license renewals have been sent out.

f. Community Health

Mr. Melmed stated that he and Vickie Han are very busy with COVID calls, contact tracing and answering a lot of calls from business with questions regarding employees who test positive cases and planning for anticipated cases.

g. Staffing

Mr. Melmed stated that we have not been successful in filling the open Sanitarian II/III position. Discussion was held regarding shortage in the field of senior sanitarians and the possibility of posting for an entry level position. Following a brief discussion, recommendation was made to open the posting to include a wider range of applicants.

h. YTD Expenditure and Revenue

Brief discussion was held regarding the status of the District annual audit. George Sinnamon has begun the audit. However, due to some COVID issues within the office and other client issues Mr. Sinnamon would like to request a 30 extension of the filing deadline.

**Motion was made by Mr. Hughes, seconded by Ms. Bransfield, to authorize an extension of the annual audit deadline. Vote was unanimous in favor.**

6. Public Remarks

There were no comments from the public.

7. Adjournment

**Following no further business to discuss motion was made by Ms. Bransfield, seconded by Ms. Coyle, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:37pm.**