

**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  
October 27, 2020, 2:00 PM  
Zoom Conference Meeting (Meeting ID: 86898220381)

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

Others:         Russell Melmed        Dr. Emmanuel Kenti-Bibi

1. Call to order

Chairman Tierney called the regularly scheduled Board of Health meeting to order at 2:02pm.

2. Additions to the agenda

There were no additions to the agenda.

3. Public Remarks

There were no comments from the public.

4. Approval of Minutes

a. 9/29/2020

**Motion was made by Mr. Smith, seconded by Ms. Morris, to approve the minutes of September 29, 2020 Board of Health meeting as written. Vote was unanimous in favor.**

5. Communications

Mr. Melmed stated that a property in Marlborough that is not in compliance with a notice of violation that had been ordered will be forwarded to the States Attorney for action.

6. Director's Report and Discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that weekly situation awareness reports continue to be sent out.

b. Contact Tracing

Mr. Melmed stated that he and Vickie Han have been very busy with contact tracing. Mr. Melmed commented that he has been primarily handling the schools and Ms. Han the community.

c. COVID-19 Sector Rules Enforcement

Mr. Melmed stated that staff is continuing to monitor and plan for changes to sector rules.

d. COVID-19 Vaccine update

There is no new update in regard to vaccine.

e. Environmental Health

Mr. Melmed stated that the environmental health staff continues to be very busy. Temporary events are down but land use continues to be busy.

f. Community Health

Mr. Melmed stated that scheduled flu clinics have ended. There was a shortage of regular vaccine from the manufacturer and we did receive the majority of our 65+ later than anticipated.

g. Staffing

Mr. Melmed stated that we have not received a lot of applications for the Sanitarian II/III position and those received do not meet the qualifications. Mr. Melmed briefly discussed the ELC grant and noted that posting for the Health Educator/COVID19 Coordinator will be out soon.

Brief discussion held regarding state contact tracing and other organizations for assisting. Clarification was made regarding Gilead Community Services in that they do not assist in contact tracing but that they are an organization that will receive referrals for individuals that may need assistance in quarantining and self-isolation.

h. YTD Expenditure and Revenue

Mr. Melmed briefly discussed the YTD expenditures and revenues.

Mr. Melmed noted that the Finance Committee met and discussed the ELC grant funding and beginning to prepare for the FY2022 budget. Mr. Melmed also noted that discussion was held regarding opening up the Part-time Food Inspector funds to current staff to conduct food service inspections over the 35 hour work but not to exceed 40 hours.

Brief discussion was held regarding well concerns in regard to drought. Mr. Melmed stated that, as requested by DPH, we have begun tracking any well permit applications that are submitted for hydrofracking and new wells due being out of water.

7. Report out-Finance Committee

**Following previous discussion motion was made by Mr. Hughes, seconded by Ms. Coyle, to authorize available Part-time Food Inspector funds for current staff overtime to conduct food service inspections. Vote was unanimous in favor.**

8. Public Remarks

There were no comments from the public.

9. Adjournment

**Following no further business to discuss motion was made by Ms. Coyle, seconded by Mr. Soby, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:55pm.**