

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



DIRECTOR of HEALTH
Russell Melmed, MPH

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

Board of Health
September 24, 2019, 1:00 PM
Hebron Town Hall, 15 Gilead Street, Hebron CT

Present: Andrew Tierney Stan Soby Peter Hughes
 Rosemary Coyle Emmett Lyman David Cox
 Kate Morris Susan Bransfield (arrived 1:11)

Other: Russell Melmed

1. Call to order

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

2. Public Remarks

There were no comments from the public.

3. Communications

a. EEE Notification

Mr. Melmed discussed the EEE press release that he had sent out. Mr. Melmed has been working with town Parks & Recs, schools, and public works departments providing guidance in regard to EEE. CT DPH had sent out recommendations to reduce activities after dusk, use insect repellent, wear long pants and long sleeves, etc. Most towns have followed the recommendation and have altered schedules to hold events earlier and/or to cancel events. There have been two human cases identified.

b. Hebron Fair

Mr. Melmed commented on a correspondence received from the past superintendent of the Hebron Harvest Fair. Concern was expressed for reduced or limited coverage from the District for the event. Mr. Melmed responded with reassurance, that although it may not be a particular individual, District staff would be readily available. Mr. Melmed stated that he reviewed expenses from the fair last year he wanted to try to reduce overtime expended by utilizing the part time inspector. Mr. Melmed acknowledged that this is the largest event in the District. However, it is not a normal practice for staff to be present throughout the duration of other temp events.

c. Arrigoni Winery

Mr. Melmed gave a brief background of the zoning change for the winery to which they changed from agricultural to a banquet facility. A requirement of the approval was that

restrooms would be built. A new septic system was installed. However, restrooms were never constructed. They have been using unpermitted port-a-potty's. Mr. Melmed issued an order to discontinue use. The owner has requested an appeal. The Board expressed concern for the town to also enforce their codes, regulations, and conditions of approval.

Mr. Melmed presented the Board with a letter of support to Middletown Public Schools, Dr. Michael Kalinowski, in support of applying for and participating in a Healthy Enhancement Community grant. The Board was in consensus to provide the letter of support.

(Ms. Bransfield arrived 1:11pm)

4. Director of Health Report

a. Written report sent in advance (Attached)

b. Questions

Mr. Melmed did make note to the fact that the main office will be closing 1 hour earlier on Fridays to adjust for the inconsistency in work hours and office hours beginning October 1st. Also noted, was a \$15,000 salary deficit to the approved 2019-20FY budget. This is a calculation error that was unfortunately carried over from last year and will be corrected with the upcoming budget preparation.

5. Old Business

With Mr. Cox being new to the Board, Mr. Tierney commented on the ongoing concern of the Board for District applications and fees not being collected within the land use offices, particularly in East Hampton. Mr. Melmed stated that he has had conversations with the office in an effort to gain more cooperation.

Discussion was held regarding EEE and preparations and precautions for the Portland Fair.

6. New Business

a. Discussion of FY20 Budget

Mr. Melmed discussed the \$15,000 budget deficiency as well as a \$6,000 worker compensation audit difference bringing our current short \$21,000. With this deficit it is not possible to retain Mr. Mitchell for any additional time. Mr. Melmed discussed transferring funds from the contracted food inspector line item to salaries to hire a more experienced person to fill the gap in Mr. Mitchell's departure. Posting for a Sanitarian II position is expected to go out in October.

b. Use of designated funds for car purchase

Mr. Melmed stated that we currently have a vehicle at the Portland town hall that does not run and is unsafe. Although not budgeted for this fiscal year, there are funds available in the designated fund balance in which Mr. Melmed will be using to purchase a new vehicle.

c. Transfer of funds from unassigned to sick and vacation payout

Mr. Melmed stated that there "unfunded liabilities" in the near future with Mr. Mitchell's retirement; vacation and sick payout. Currently there is about half the funds available in the designed fund balance for this purpose. Mr. Melmed will be transferring the remainder of the monies from the undersigned fund balance to cover these expenditures.

Mr. Melmed briefly discussed possible additional staff changes with the Chief Sanitarian position and the Part-time Sanitarian III. The Personnel Committee will discuss these matters further.

It was requested that Mr. Melmed attend town council/board of selectmen meetings within each of the towns to present District services in preparation of the budget season.

7. Approval of August 27, 2019 meeting minutes

Motion was made by Ms. Morris, seconded by Mr. Lyman, to approve the minutes of August 27, 2019 minutes as written. Vote was unanimous in favor with Mr. Cox and Ms. Coyle abstaining.

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. Cox, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 1:43.