

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



**DIRECTOR of HEALTH**  
*Russell Melmed, MPH*

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

Board of Health Agenda  
June 25, 2019, Immediately following Public Hearing  
Municipal Office Complex 1 Plains Road, Moodus, CT.

Present: Andrew Tierney Stan Soby Emmett Lyman  
Rosemary Coyle Mike Maniscalco Kate Morris  
Peter Hughes

Staff: Russell Melmed

1. Call to order

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

**Motion was made by Mr. Maniscalco, seconded by Ms. Coyle, to amend the agenda to add item 7a. Discussion/Potential Approval of Environmental Health Technician Position Description. Vote was unanimous of favor.**

**Motion was made by Mr. Hughes, seconded by Mr. Soby, to move item 6. Chatham Health District Cosmetology Regulations to 2. Vote was unanimous in favor.**

2. Chatham Health District Cosmetology Regulations

**Following a brief discussion regarding clarification of language pertaining to food motion was made by Mr. Hughes, seconded by Mr. Soby, to adopt the Chatham Health District Cosmetology Regulations effective August 1, 2019 and to revisit the regulation in one year. Vote was unanimous in favor.**

3. Public Remarks

Comment was made by a salon owner thinks it is a good idea to send out the regulation as written and is happy that it will be revisited in a year.

4. Communications

a. 25 S. Main St., Marlborough

Mr. Melmed stated that the order was issued for the property for rubbish accumulation. In cooperation with the conservator the property was cleaned up and the order was rescinded June 10<sup>th</sup>. Mr. Melmed was notified that rubbish is beginning to accumulate again. Mr. Melmed will contact the conservator about clean up, hoping to not have to reissue an order.

b. FSE Hearing Notifications

Mr. Melmed issued two notifications of hearing for food establishments that failed re-inspections; Gung Ho (Colchester) and La Vita (East Haddam).

c. Temporary FSE Withdrawal

Mr. Melmed met with a cheese manufacturer who was trying to sell and sample cheeses at farmers markets. There were issues with verifying if the cheese was approved for commercial sale. Following the meeting the manufacturer withdrew the application to sample cheese.

d. FSE Corrective Action Plan

Mr. Melmed distributed an example of a corrective action plan that was issued to a food establishment that had failed a re-inspection.

e. FSE Inspection Failure Policy

Mr. Melmed distributed a policy drafted for food service establishment failures.

5. Director of Health Report

a. Written report sent in advance

(Attached)

b. Questions

There were no questions regarding the report.

6. Old Business

a. Responses to Survey Distributed

Mr. Melmed stated that one response was received from Hebron, East Haddam, and East Hampton and 132 received from Colchester. Topics requested were nutrition and health, emergency preparedness, ticks and lyme disease, and everything real estate.

7. Chatham Health District Cosmetology Regulations

Previously discussed.

8. New Business

a. Discussion/Potential Approval of Environmental Health Technician Position Description

Mr. Melmed stated that we had the previous position posted with only three applicants; one over qualified and two under qualified. Following discussions with other health directors and Steve Knauf regarding the work force looks like and what we should be looking at for applicants it was determined that it would be best to develop an entry level position. This position does not require sanitarian credentials but could still conduct salon inspections and other jobs not requiring certifications.

Brief discussion was held regarding the reporting supervisor and salary range.

**Motion was made by Mr. Hughes, seconded by Mr. Soby, to approve the Environmental Health Technician Position. Vote was unanimous in favor.**

9. Approval of May 28, 2019 meeting minutes

Motion was made by Mr. Soby, seconded by Ms. Coyle, to approve the minutes as written. Vote was unanimous in favor, with Ms. Coyle and Ms. Morris abstaining.

10. Public Remarks

There were no comments from the public.

11. Adjournment

**Following no further business to discuss motion was made by Mr. Hughes, seconded by Ms. Morris, to adjourn. Vote was unanimous in favor. Meeting adjourned at 2:26pm.**