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DIRECTOR of HEALTH
Russell Melmed, MPH

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

Board of Health
February 25, 2020, 2:00 PM
Portland Library 20 Freestone Avenue Portland CT

Present: Andrew Tierney David Cox Susan Bransfield
 Robert Smith Peter Hughes Kate Morris

Others: Russell Melmed

1. Call to order

Chairman Tierney called this meeting to order at 2:00pm.

2. Additions to the agenda

There were no additions made to the agenda.

3. Public Remarks

There were no public remarks.

4. Approval of Minutes

- a. 2/4/2020 Public Hearing
- b. 2/4/2020 Special Meeting of the Board of Health

Motion was made by Mr. Cox, seconded by Mr. Hughes, to approve the minutes of the February 4, 2020 Public Hearing and February 4, 2020 Special Meeting of the Board of Health meeting as written.

5. Communications

Mr. Melmed noted that a letter will be hand delivered to the food establishments whose license has lapsed. Mr. Melmed will provide the town CEO's with a list of those establishments located within their towns prior to them being delivered.

6. Update needed to the CHD Fee Schedule

- a. Salon Re-inspection
- b. Salon Plan Review

Mr. Melmed noted that there was an oversight in development of the 2019 fee schedule in regard to Salons. The license fee was established. However, there were no fees identified for re-inspections or plan reviews. Discussion was held regarding the status of the implementation of the salon regulation and inspections, the new state requirements for additional licensing

(nail technicians, eyelash technicians, facials), and the need to update our salon regulations to include these additional licenses in the upcoming year.

Recommendation was made to correct spelling errors and formatting for the public hearing.

Motion was made by Mr. Hughes, seconded by Mr. Smith, to set a public hearing for March 31, 2020 for consideration of the inclusion of a salon re-inspection fee and a salon plan review fee. Vote was unanimous in favor.

7. Contract proposal from MPTN to support PFS Grant

Mr. Melmed presented the Board with a proposal from Mashantucket Pequot Tribal Nation for contractual work to support their Partnership for Success Grant, a substance abuse prevention grant focused on tribal members in New London County. The worked proposed would be for Mr. Melmed to assist with collecting, reviewing and evaluate public health data on tribal members and youth. The contract amount is \$21,139 per year/about 250 hours, potentially a five year grant. Concern was expressed by the Board for the uncertainty and added work load/schedule to Mr. Melmed's already demanding role as Direct of Health.

Motion was made by Mr. Hughes, seconded by Mr. Cox, to table discussion to the March 31, 2020 meeting. Vote was unanimous in favor.

Mr. Cox departed at 2:45pm.

8. Executive session to discuss employee compensation

Consensus of the Board was to move Executive Session after Director's Report.

9. Director's Report

Attached.

Mr. Melmed stated that SolAWARE (a sun safety display with sun screen dispensers) has reached out to contract for the upcoming season. Discussion was held in regard to the disappointment with install process last year. Due to the complications, the District was never charged for the use of the units. Mr. Melmed was hopeful that all the issues would be worked out for this year and supported the effort and the product. The cost for one unit in each town for the season is \$4500. Members of the Board, although in favor of new programs, were reluctant to contract with SolAware.

Motion was made by Ms. Bransfield, seconded by Mr. Hughes, to table the SolAware discussion to March 31, 2020. Vote was unanimous in favor.

10. New Business

- a. Transfer \$26,501.70 from Undesignated Fund Balance into Employee Retirement Fund. This is the balance needed to cover employee retirement payouts this fiscal year, less budgeted contributions to the Employee Retirement Fund.

Discussion was held regarding payout policy, definition of retirement, liability of payout based on current policy, and the need to review the policy with the personnel committee.

Motion was made by Mr. Hughes, seconded by Mr. Smith, to transfer \$26,501.70 from Undesignated Fund Balance to Employee Retirement Fund. Vote was unanimous in favor.

11. Public Remarks

There were no public remarks.

12. Adjournment

Following no further business to discuss motion was made by Ms. Bransfield, seconded by Mr. Smith, to enter into executive session. Vote was unanimous in favor. Executive session commenced at 3:05pm and concluded at 3:45pm. Motion was by Mr. Smith, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:45pm.