



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

Chatham Health District Board of Health June Regular Meeting

Time: June 27, 2023 02:00 PM

Zoom Meeting ID: 83170848488

Present: Andrew Tierney Stan Soby Rosemary Coyle
Ryan Curley Peter Hughes

Others: Russell Melmed

1. Call to order

Chairman Tierney called this regular meeting of the Board of Health to order at 2:07pm.

2. Public Remarks

There were no public remarks.

3. Adoption of minutes

a. May 30, 2023 Regular Meeting

Motion was made by Mr. Soby, seconded by Ms. Coyle, to table the minutes of May 30, 2023 to the next meeting. Vote was unanimous in favor.

Motion was made by Mr. Soby, seconded by Ms. Coyle, to recess this meeting to hold the Public Hearing. Vote was unanimous in favor. Meeting recessed at 2:08pm.

Chairman Tierney resumed the regular meeting at 2:10pm.

4. Possible action on the proposed FY2024 Fee Schedule

Motion was made by Mr. Hughes, seconded by Mr. Soby, to adopt the proposed 2024 Fee Schedule. Vote was unanimous in favor.

5. Old Business

a. Proposed change to temporary food service event late fee policy

Mr. Melmed stated that the proposed changes are that late fees apply within ten business days of an event and that no applications will be accepted five days prior to an event. These changes are being made in order for staff to properly review applications and plan for events. Clarification was made that the starting date of the event is day zero. Brief discussion was held regarding time weather concerns for vendors. Mr. Melmed noted that this is an operational policy and as Director of Health he will still have discretionary jurisdiction. Brief discussion was also held regarding communicating with event organizers.

Motion was made by Mr. Hughes, seconded by Mr. Soby, to adopt the policy as written. Vote was unanimous in favor.

6. New Business

a. Proposed action to authorize the Director of Health to execute certain contracts

Mr. Melmed noted that the District By-laws authorize the Board of Health to execute contracts on behalf of the District. Mr. Melmed stated that most of the contracts being executed are grants that have been awarded. Additional contracts may include health insurance and vendor service contracts. Mr. Melmed is requesting that the Board annually authorize the Director of Health to execute certain types of contracts.

Following a brief discussion motion was made by Mr. Hughes, seconded by Ms. Coyle, to on an annual basis at the annual budget meeting authorize the Director of Health to execute grant contracts. Vote was unanimous in favor.

Motion was made by Mr. Hughes, seconded by Ms. Coyle, to authorize the Director of Health to execute grant contracts for the remainder of the year until the next annual budget meeting.

Mr. Hughes withdrew his last two motions.

Motion was made by Mr. Hughes, seconded by Mr. Soby, to set a public hearing for the July meeting to amend the By-laws to authorize the Director of Health to execute grant contracts. Vote was unanimous in favor.

7. Director's Report and discussion

Mr. Melmed stated that he sent out a year to date budget report. Mr. Melmed noted that any extreme overages in line items are associated with grants.

Mr. Melmed stated that the Board had allocated \$11,000 of Emergency Preparedness and Response Fund to an emergency response contractor. Mr. Melmed stated that we have used a little bit more than half of the funds this fiscal year and would like to continue the use of the funds into this fiscal year.

Mr. Melmed noted that the Health Space digital platform is still delayed. We have withheld the second payment until such time that the HS Pay (for accepting online payment) is up and running.

Mr. Melmed noted that Community Health has been conducting monthly community health presentations throughout the District Senior Centers.

Mr. Melmed stated that the threshold for lead levels is coming down therefore increasing the number of investigations that will be required for staff to conduct. Mr. Melmed did recently find out that there will be a reimbursement of funds for each case conducted up to approximately \$4000.

Mr. Melmed stated that there is still no updated on the anticipated funds for immunizations and workforce development.

Mr. Melmed noted that there are still two staff members that are not yet Registered Sanitarians.

8. Public Remarks

There were no public remarks.

9. Adjournment

Following no further business to discuss motion was made by Mr. Coyle, seconded by Mr. Curley, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:44 pm.