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DIRECTOR of HEALTH
Russell Melmed, MPH

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

Special Meeting-Board of Health
January 7, 2019, 2:00 PM
Marlborough Town Hall, 26 North Main Street, Marlborough CT

Present: Andrew Tierney David Cox David Cox
 Susan Bransfield Rosemary Coyle Robert Smith

Others: Russell Melmed

1. Call to order

Chairman Tierney called this special meeting to order at 2:05 pm.

2. Additions to the agenda

3. Public Remarks

There were no public remarks.

4. Communications

a. Retirement notification

Mr. Melmed stated that Steve Knauf submitted notification of retirement and that his last day will be close of business February 7, 2020. **Motion was made by Ms. Bransfield to accept, with regret, Mr. Knauf's letter of retirement. Ms. Bransfield thanked Mr. Knauf for his good work and many years in public health. Motion was seconded by Ms. Morris. Vote was unanimous in favor.**

b. 7 Redberry Lane Portland Subpoena

Mr. Melmed stated that Liz Davidson was subpoenaed and testified in regard to a housing issue at 7 Redberry Lane.

c. Invitation from Killingworth to present CHD services

Mr. Melmed stated that Paul Hutchins contacted him asking for a presentation of Chatham Health District services as the Town of Killingworth investigates options for joining a district.

5. Draft FY2021 Budget presentation and discussion

Mr. Melmed presented a Draft FY2021 Budget. Mr. Melmed proposed a 3.63% overall expense increase. Mr. Melmed stated that salaries are proposed to increase by 1.5% which includes promotions for staff that deserve the increase as well as keeping in consideration the state of the workforce and retention of staff. Mr. Melmed stated that the bulk of the increase is in

fringe, healthcare. Mr. Melmed explained that we had two options last year with renewal; CTCare and Harvard Pilgrim. CTCare would have been a 10% increase, Harvard Pilgrim was 4%. Harvard Pilgrim will not be an option this year, therefore Mr. Melmed proposed for a 20% increase for CTCare, 10% for each year. Mr. Melmed also stated that he budgeted with the expectation for coverage of a new Chief Sanitarian with a family. Currently, Mr. Knauf does not participate in the District health insurance. Mr. Melmed stated that he will be looking at other healthcare option over the next few months. Mr. Melmed noted that he is not proposing much for Reserves. However, he is hoping to find savings in healthcare costs and our current Medical Advisor contract to move into Reserves. Discussion was held in regard to healthcare options and cost sharing.

Mr. Melmed noted that the overall budget increase appears higher than it actually is due to a calculation error in the past two budget cycles that has been corrected in this proposed budget. The previous bottom line expenses failed to capture Contract Food Service, Overtime, and Reserve (a \$26,000 error).

Mr. Melmed explained the significant increase in the Consultants Computer line item. This increase is due to a new contract with the addition of antispam and encrypted email. Mr. Melmed noted the addition of the Computer Software line item. This is for our Office 365. This has been an expense that has never been identified in the budget. Mr. Melmed also noted the addition of Clothing Allowance.

Mr. Melmed explained savings on the expenses come from internalizing Emergency Preparedness; reducing contractual expenses with responsibilities shifting to staff. There are still some contractual services being provided, however, the majority of the grant will be used to offset salaries for the Director of Health, Public Health Nurse, and Health Educator.

Discussion was held regarding increasing the Director of Health salary 2.5% keeping in line with the regular staff cost of living increase. Brief discussion was held regarding the reviewing the contract with the Medical Advisor, renegotiating or finding an alternative. Discussion was also held regarding sick time; liability, accrual and payout.

Request was made to send out the soft per capita numbers to the towns CFO's for their budget consideration. Discussion was held regarding setting the public hearing. Public Hearing will be set sometime in January.

6. Discussion of sanitarian coverage

Mr. Melmed discussed sanitarian coverage in anticipation of a gap from the time of Mr. Knauf's departure and the start of a new Chief Sanitarian. Mr. Melmed does not anticipate a large gap. Currently, Mr. Knauf has been covering primarily Hebron and Marlborough. Jaime Ellis will be checking on applications coming into these offices. Ms. Ellis will handle what she is capable of and will reach out to Jim Karrenberg and Liz Davidson for other issues. Emily Miller will be taking on the majority of complaints that come in. Ms. Han will also be assisting in food service during this transition period.

7. New Business

a. Set Board of Health meeting dates for 2020

Discussion was held regarding changing the time from 1pm to 2pm. **Motion was made by Mr. Cox, seconded by Mr. Smith, to approve the Board of Health meeting dates with a change of time to 2pm. Vote was unanimous in favor.**

b. Set 2020 Holiday Schedule

Mr. Melmed presented the Holiday Schedule for Board approval as stated in The Chatham Health District Employee Handbook. **Motion was made by Ms. Coyle, seconded by Ms. Bransfield, to approve the 2020 Holiday Schedule as presented. Brief discussion was held regarding Director of Health discretion for closures. Mr. Melmed will incorporate handbook revisions to include Director of Health discretion. Vote was unanimous in favor.**

8. Public Remarks

There were no public remarks.

9. Adjournment

Following no further business to discuss motion was made by Mr. Smith, seconded by Ms. Bransfield to adjourn. Vote was unanimous in favor. Meeting adjourned at 2:58pm.