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DIRECTOR of HEALTH
Russell Melmed, MPH

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

Special Meeting-Board of Health
February 4, 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 Dr. Kenta-Bibi

1. Call to order

Chairman Tierney called this special meeting to order at 2:18 pm.

2. Public Remarks

There were no public remarks.

3. Approval of Minutes from 1/7/2020 Meeting

Motion was made by Mr. Cox, seconded by Ms. Bransfield, to approve the minutes of the January 7, 2020 meeting as written. Vote was unanimous in favor, with Mr. Hughes abstaining.

4. Communications

a. Hearing Letters

Mr. Melmed noted that both Two Wrasslin' Cats and Franklin Academy have had two failed inspections. Letters have been sent to both establishments calling hearings to develop corrective action plans for critical violations.

Brief discussion was held regarding food inspections, Mr. Melmed noted that the bulk of inspections are currently being done by Jaime Ellis and our two part time inspectors. Mr. Melmed also noted that required food inspections are current. Suggestion was made to send out a letter to the establishments the procedures for reinspection and hearing.

Ms. Bransfield noted a webinar she participated in, promoted the concept of less food waste and reusing food. Ms. Bransfield expressed concern for this practice and requested the District look into it. The Havens Harvest and Food Equity and Economic Development Center were the organizations discussed in the webinar that was sponsored by DEEP.

b. 2019-nCoV Letter to town CEOs

Mr. Melmed presented the Board with a letter sent to the town CEOs that by the time he sent out the letter, there were new guidelines sent out by the CDC. Mr. Melmed stated that the current risk in Connecticut is very low. Mr. Melmed discussed future planning in the event that the risk increases. Dr. Kenta-Bibi also discussed the precautions that the hospitals and nursing homes are taking for individuals that have travelled outside the U.S., as well as steps that are being taken to reduce the spread of flu.

5. Action on Proposed FY2021 Budget

Motion was made by Mr. Hughes, seconded by Mr. Smith, to adopt the FY2021 Budget as presented. Mr. Hughes encouraged budgeting for contingency and payout in future years.
Vote was unanimous in favor.

6. Director's Report

Mr. Melmed briefly discussed the attached Director's Report. Mr. Melmed also noted that he will be presenting to the Town of Killingworth February 19th.

7. New Business

Ms. Bransfield noted that the Town of Portland has adopted a food truck ordinance.

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. Morris to adjourn. Vote was unanimous in favor. Meeting adjourned at 3:03 pm.