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DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health
December 18, 2018, 1:00PM
Marlborough Town Hall, 26 North Main Street, Marlborough, CT.

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

Staff: Don Mitchell Liz Davidson

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:05 pm.

2. Public Remarks

There were no comments from the public.

Mr. Maniscalco made a motion to add Proposed Chatham Health District Fees (effective 1/1/19) to the agenda under New Business, seconded by Ms. Coyle. Vote was unanimous in favor.

3. Communications

Mr. Mitchell shared correspondence from Commissioner Pino reappointing Mr. Mitchell as Director of Health until the position is filled.

Mr. Mitchell stated that a notice of violation was hand delivered to a landlord for a property on Middle Haddam Road for mold and housing issues.

Mr. Mitchell reported that a second order will be issued 25 South Main Marlborough for debris.

4. Director of Health Report

a. Food Service Applications are out

Mr. Mitchell reported that the applications have gone out with an explanation pending passage of the new fees. The classes have changed under the new FDA code, and they have been assigned to the establishments. The code was supposed to be adopted January 1. However, DPH has not yet adopted the new codes.

b. Auditor has requested extension

Mr. Mitchell reported that the auditor has requested an extension and will meet with both he and Tina Lanzi January 3.

c. Director of Health recruitment is out on the Health Alert Network, the National Environmental Health Association, the Massachusetts Environmental Health Association, and the Connecticut Association of Directors of Health.

Mr. Mitchell reported we have two solid applications. There was an issue with our website change over that removed the advertisement for a couple days but has since been fixed.

5. Old Business

a. Personnel Committee met – ongoing budget deliberations

Mr. Maniscalco reported the committee met this morning and have made good progress. Budget recommendations were made to Mr. Mitchell and another meeting will be necessary. Brief discussion was held.

b. Environmental Committee met

Mr. Soby reported the committee met but no concrete decisions.

6. New Business

a. Interview process for new director

Mr. Mitchell suggested the process be discussed amongst the Board. Mr. Mitchell stated often CEO's and/or other Health Directors are brought in for interviews. Brief discussion was held regarding the number of members assigned to the panel and concern for the lack of applicants. Suggestion was made to extend the deadline. Consensus of the Board was to allow for any Board members to sit on the panel and for members to draft interview questions to be reviewed and discussed prior to interviews.

A motion was made by Mr. Hughes to extend the application deadline from January 3 to January 15, seconded by Ms. Coyle. Vote was unanimous in favor.

Questions and interview dates will be reviewed at the next meeting. It was requested that an executive session be at the beginning of the next meeting. The public hearing will be held first, followed by the regular meeting with executive session to be held at the beginning of the meeting. Suggestion was made to add to future agendas an item for "additions to the agenda" for flexibility. A budget meeting date will be set.

b. 2019 Meeting dates

A motion was made by Mr. Maniscalco to approve the 2019 meeting dates, seconded by Mr. Lyman. Vote was unanimous in favor.

c. Proposed Chatham Health District Fees (effective 1/1/19)

A motion was made by Mr. Lyman to approve the proposed fees, seconded by Mr. Soby. Vote was unanimous in favor.

7. Approval of November 27th, 2018 meeting minutes

Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to approve November 27, 2018 minutes. Vote was unanimous in favor.

8. Public Remarks

Suzan Smith from the East Haddam EDC thanked the Board for being invited to the meeting.

9. Adjournment

Motion was made by Ms. Coyle, seconded by Ms. Morris, to adjourn. Vote was unanimous in favor. Meeting adjourned at 1:30pm.