

**BOARD MEMBERS**  
*Andrew Tierney, Chairman*  
*Stan Soby, Vice Chairman*  
*Peter Hughes, Treasurer*  
*Susan Bransfield*  
*Rosemary Coyle*  
*Emmett Lyman*  
*David Cox*  
*Kate Morris*



**DIRECTOR of HEALTH**  
*Russell Melmed, MPH*

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

Board of Health  
October 29, 2019, 1:00 PM  
Hebron Town Hall, 15 Gilead Street, Hebron CT

Present: Andrew Tierney Stan Soby Peter Hughes  
Emmett Lyman Susan Bransfield (via telephone)  
David Cox (arrived at 1:31)

Others: Russell Melmed

1. Call to order

Chairman Tierney called this regular meeting to order at 1:18pm.

2. Public Remarks

There were no comments from the public.

3. Communications

a. EEE Notification (attached)

Mr. Melmed stated that this notification was released jointly with Ledge Light Health District and Uncas Health District lifting the recommended restrictions for outdoor activities. Discussion was held regarding preparing early for educating the public for next year, in addition to recommendations and responsibilities for municipalities in treatment for mosquito breeding.

b. FITO Notification

Mr. Melmed stated that Jaime Ellis has received official notification from DPH as a designated Food Inspection Training Officer (FITO). Ms. Ellis received glowing review from the Food Protection Program and now has the authority to certify staff in standardization.

*(Mr. Cox arrived at 1:31pm)*

4. Director of Health Report

a. Written report sent in advance (Attached)

b. Questions

Mr. Melmed highlighted some information from his written report. Emily Miller is doing well, getting out on inspections and completing required courses for food. The position for Sanitarian II closed, three applications were received. Interviews will be scheduled within the next couple weeks.

Flu clinics are in progress. Chatham Health did not receive our initial shipment of vaccine but were able to purchase from Central Connecticut Health District, Thank you! We have also received the high dose/65+.

5. Old Business

a. Personnel Committee meeting to be scheduled

Mr. Melmed will send out another Doodle Poll for a meeting. In the event all members are unable to attend, a meeting will be scheduled with those that can.

6. New Business

Mr. Tierney read a letter of resignation from Mr. Lyman, effective November 6, 2019. Much appreciation to Mr. Lyman for his time served.

Mr. Hughes requested a financial report for next meeting.

Mr. Tierney noted that there is a retirement party scheduled for Mr. Mitchell on November 7<sup>th</sup> at Campagna's Restaurant in Portland from 5-8pm. Tickets are \$25.

7. Approval of September 24, 2019 meeting minutes

**Motion was made by Mr. Hughes, seconded by Mr. Cox, to table the approval of the September 24, 2019 minutes. Vote was unanimous in favor.**

Recommendation was made to include an agenda item to future agendas "Additions to the Agenda". Concern was expressed by the Board for complying with FOI timelines and requirements.

8. Public Remarks

There were no comments from the public.

9. Adjournment

**Following no further business to discuss motion was made by Mr. Lyman, seconded by Ms. Bransfield, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 1:46.**