



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

## Chatham Health District Board of Health May Regular Meeting

Time: May 30, 2023 02:00 PM

Zoom Meeting ID: 84763694646

Present: Andrew Tierney Stan Soby Dave Cox  
Rosemary Coyle Ryan Curley

Others: Russell Melmed

### 1. Call to order

Chairman Tierney called this regular meeting of the Board of Health to order at 2:06pm.

### 2. Public Remarks

There were no public remarks.

### 3. Adoption of minutes

#### a. March 28, 2023 Regular Meeting

**Motion was made by Ms. Cox, seconded by Mr. Soby, to approve the minutes of March 28, 2023 as written. Vote was unanimous in favor with Mr. Curley abstaining.**

### 4. Report out from the Policy, Budget and Personnel Committee

Mr. Soby stated that the committee met regarding two topics; new personnel and restructure of the fee schedule.

Mr. Melmed stated that we have hired a new Sanitarian, Rachel Colonna.

Mr. Melmed stated that District fees have not been adjusted since 2019. Mr. Melmed noted that Eastern Highlands had recently conducted a comparison of various health dept/district fees. Chatham Health was on the lower end for fees. Mr. Melmed stated that he has proposed to increase fees 10-15%.

### 5. New Business

#### a. Possible action to move the proposed FY2024 Fee Schedule to public hearing on June 27<sup>th</sup>, 2023

**Motion was made by Mr. Curley, seconded by Mr. Cox, to set a public hearing for the proposed FY2024 Fee Schedule for next meeting June 27, 2023 at 2pm. Vote was unanimous in favor.**

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

Mr. Melmed stated that the current temporary event late policy is based on the number of vendors attending an event; five or fewer have to have their applications in ten days prior, six or more have to be in 30 days prior. A couple issues with this policy are that we do not always know how many vendors will be attending an event and 30 days is an excessive amount of time required for submission. Mr. Melmed stated that we currently do not have a cut off for accepting applications. This makes it difficult in assigning staffing when application come in just days before or even the day of an event. Discussion was held regarding event sizes and clarifying "days". Mr. Melmed is proposing a five day cut off for applications, five business days prior to the event with the event day being day zero.

Brief discussion was held regarding licensed food vendors, changes to the FDA code, the itinerant vendor MOU, and communicating with vendors and event coordinators.

Mr. Melmed will revise the policy based on input and bring the discussion back for the next meeting.

6. Director's Report and discussion

a. Administration

Mr. Melmed stated that staff has begun to utilize the digital inspection platform and it is going very well. We still do not have the ability to accept applications or payment online.

b. Environmental Health

Mr. Melmed stated that we have entered into the busy season for land use, many applications are coming in.

c. Community Health

Mr. Melmed stated that we are continuing to work on grant programs; blood pressure clinics, chronic disease management clinics, diabetes management clinics. We also are continuing our vaccination clinics as well as health screening clinics with Griffin Health.

d. Staffing, Budget and Grants

Mr. Melmed briefly discussed the end of the fiscal year status, unbudgeted grants and the need to request fund transfers from line items.

7. Public Remarks

There were no public remarks.

8. Adjournment

Following no further business to discuss motion was made by Mr. Hughes, seconded by Mr. Soby, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:46pm.