

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



**DIRECTOR of HEALTH**  
*Don Mitchell, MPH RS*

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

**Board of Health**

**February 26, 2019, 1:00 PM**

**Portland Public Library, 20 Freestone Avenue, Portland, CT 06480**

**Present:** Andrew Tierney      Emmett Lyman      Michael Maniscalco  
Stan Soby      Rosemary Coyle      Susan Bransfield (arrived 1:04)  
Peter Hughes (arrived 1:08)

**Staff:** Don Mitchell

**1. Call to order**

Chairman Tierney called the meeting to order at 1:01 pm.

**2. Public Remarks**

There were no public remarks.

**3. Vote on Proposed Budget from Public Hearing held on February 21, 2019**

**Mr. Soby made a motion to vote on the Chatham Health District 2019-20 Budget, seconded by Mr. Lyman. Vote was unanimous in favor to approve the budget.**

**4. Communications**

Mr. Mitchell reported that a notice of violation went out to 100 Young Street in East Hampton. It is a foreclosed property.

**5. Director of Health Report**

**a. Status of Food Service applications received**

Mr. Mitchell reported that approximately 90% of the renewals that were due have been received.

**b. Salon Training being organized, facilities being identified**

Mr. Mitchell reported that training needs to be set up. He will e-mail a copy of the regulation out to the board.

**c. Salon Regulation being distributed to BOH in advance of Public Hearing. Environmental Committee has approved**

d. Status of CHD vehicles

Mr. Mitchell reported that the 2012 Ford Focus has significant things wrong with it that needs \$7500 worth of repair (Jaime's car). Melissa's vehicle needs to be replaced and he is in the process of trying to find one. Discussion ensued regarding the vehicles in the fleet. Mr. Mitchell reported that a car is turned over about every 2 years to try to keep them from getting too old.

e. Meeting with East Haddam EDC

Mr. Mitchell reported the meeting with the Economic Development Administrator Suzan Smith (Vickie Han attended as well) was productive. Our health educator met with her as well. They discussed what kind of programs would be helpful for the town. We are starting to stock their brochure panels with our materials and keep them current. Ms. Smith suggested that we could have a program in the lobby when they are open on Tuesday nights. We would like to do that for all the towns. Ms. Smith also suggested that Chatham Health is not well identified as the health department, and we need to really get that information out to the community. We are going to have to get involved with the town boards and ask the selectmen to get the information out. The more we are recognized the more people can contact us for things they really want.

Suggestion was made to possibly changing the name of Chatham Health District as it does not really represent the towns in the district as well as there also being a political party sharing the Chatham name. Discussion ensued.

f. Survey for Local Boards and Commissions

Mr. Mitchell would like Board members to find out what each of their towns would be interested in for programs.

6. Old Business

a. Personnel Committee to begin work on Employee Handbook re-write.

Mr. Mitchell will e-mail the handbook to the Board if anyone wants it. Please let him know of things that might need to be changed. Mr. Mitchell and Tina Lanzi are making note of items that they have come across that need changing.

7. New Business

a. Interviews scheduled for March 5<sup>th</sup> at Hebron Town Hall from 1:00 to 4:00. Panel to arrive 15 minutes ahead. Questions provided – need to choose which ones to use.

The interview team is Mr. Lyman, Mr. Maniscalco, and a representative from Colchester TBD. Mr. Mitchell stated that he has not yet received any question from the Board. Mr. Mitchell suggested going through the list of questions he supplied and rank them in order of importance. Discussion ensued.

Discussion ensued regarding different ways to market the District.

8. Approval of January 23, 2019, January 29, 2019 and February 21, 2019 meeting minutes  
**Mr. Soby made a motion to approve all three sets of minutes, seconded by Mr. Lyman. Vote was unanimous in favor, with Ms. Coyle abstaining.**

9. Public Remarks

There were no public remarks.

10. Adjournment

**Following no further business to discuss a motion was made by Ms. Coyle, seconded by Mr. Soby, to adjourn the meeting. Meeting adjourned at 1:55 pm.**