

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



DIRECTOR of HEALTH  
Don Mitchell, MPH RS

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

November 29, 2016

1:00 PM

Marlborough Town Hall, 26 North Main Street, Marlborough

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

Others: Don Mitchell

1. Call to order

Chairman Tierney called the regularly scheduled meeting of the Board of Health to order at 1:06pm.

2. Public Remarks

There were no public remarks.

3. Communications

Mr. Mitchell presented the following for communications:

- Letter from DPH dated November 21, 2016 to Chairman Tierney regarding the reinstatement of funds for Lead Poisoning Prevention Contract.
- Letter dated November 23, 2016 from Mr. Mitchell to Schwartz Realty regarding Marlborough Dunkin Donuts and the continuing issues with the sewer line.
- Letter from Mr. Mitchell to District CEO's regarding the possibility of obtaining medical coverage for the District through a towns plan.
- Notice of violation for 88a Marlborough Street regarding housing issues.
- Letter from DPH Radon Program requesting Mr. Mitchell as a distinguished speaker January 9<sup>th</sup> at the CT Annual Radon Action Month Conference.

4. Director of Health Report

a. Budget

Mr. Mitchell presented the Board with a revenue/expenditure report. Mr. Mitchell will be working this month with Mr. Hughes on the 2017-2018 budget. Mr. Mitchell stated that he is working with the Personnel Committee on options for organizing and reorganizing the Bookkeeping, Office Manager, and Office Technician positions.

b. Positions to fill

The Office Technician position is currently open. This is a difficult time with renewal of food service licenses. Other staff will be asked to assist with this task.

c. Lead Grant

Previously discussed.

d. FDA grant(s)

The District received two grants last year. The first, a training grant, was used to send staff to Kentucky for FDA training. This was initially questioned due to the fact that it was not training that was proposed. \$2000 reimbursement for the travel and training was received. The second was in regard to the industry and community piece of the FDA Voluntary Retail Standards. The objective was to form an advisory committee with the food service industry. This grant was not fully completed and an extension has been granted.

e. Cost savings

Mr. Mitchell stated that in review and negotiations he has cut the Districts expenses by approximately \$8700 a year through Verizon, Middlesex Homecare and rent.

Mr. Mitchell stated that he was contacted by a prevention coalition (Andover, Hebron, Marlborough) interested in working on smoking prevention in schools. Mr. Mitchell and Ms. Han will be attending their next meeting. Rob Miller of Eastern Highlands will also be attending.

5. Committee Reports

a. Personnel Committee

Mr. Mitchell briefed the Board on the personnel committee meeting. The committee discussed and recommended that medical insurance buyout be increased (draft a policy to the Board); exempt vs. non-exempt employees (Mr. Mitchell is the only non-exempt employee per the Fair Labor Standards Act); Director of Health priorities. Brief discussion was held regarding staff representation during discussions of changes to policies and benefits. Consensus of the Board was that any changes should be discussed with the committee only at this time. Staff comment would be welcome once the committee has drafted recommendations.

b. Environment Committee

The committee will be meeting next week.

c. Community Health

The committee will be meeting on December 8<sup>th</sup>.

6. Old Business

a. Fee Schedule

Being reviewed by the Environmental Health Committee.

7. New Business

a. Director of Health – teaching

Although the general statute has change allowing the Director of Health to teach, Mr. Mitchell's contract with the Board does not allow it. **Following a brief discussion, of motion was made by Mr. Hughes, seconded by Ms. Morris, to authorize the Chairman to allow Director of Health to teach classes at Godwin College.**

Mr. Mitchell noted that there have been a few students requesting internships with the District. Members of the Board were concerned that this may increase the current workload of staff. The Board requested that Mr. Mitchell prepare an outline of what the interns would be working on, where they would be working and copies of resumes.

b. 2017 Board of Health meeting dates

Two options were presented to the Board. Members expressed the desire to combine the two, holding committee meetings prior to monthly Board meetings. Tabled to the next meeting.

8. Approval of October 25, 2016 Board of Health meeting minutes

Motion was made by Mr. Maniscalco, seconded by Mr. Soby, to approve the minutes of the October 25, 2016 minutes. Vote was unanimous in favor, with Ms. Coyle and Mr. Lyman abstaining.

9. Public Remarks

There were no public remarks.

10. Adjournment

**Following no further business to discuss, motion was made by Mr. Soby, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:06pm.**