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DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health
April 25, 2017
1:00 PM
Colchester Town Hall, 127 Norwich Avenue, Colchester, CT.

Present: Andrew Tierney Michael Maniscalco Rosemary Coyle
 Peter Hughes Kate Morris

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:04pm.

2. Public Remarks

There were no public remarks.

3. Communications

The following were presented as communications:

- notice of violation, 1 Brush Pasture Lane Unit 311 Portland, for filth.
- notice of violation, 9 Pinehurst Lane Moodus, for dumping waste on back deck (repeated violation).

4. Director of Health Report

- Radon Program Update

All kits that had been distributed have been returned. There are a couple of linger kits to be issued. 17 of the 80 kits tested high.

- Staff shortage – delay potential

With the loss of Danielle Holmes there may be a slight delay in service. Any questions or concerns regarding service should be directed to Mr. Mitchell.

- East Hampton space needs request

Mr. Mitchell will be meeting with the project architect tomorrow (April 26) regarding the District's space needs within the new East Hampton town hall.

5. Old Business

- Revenue Collection to date

Mr. Mitchell stated that revenue collection to date is good.

- Open positions

- Administrative Assistant

There is an overwhelming response to the posting. Mr. Mitchell will be interviewing in the near future. Recommendation from the Board was to interview the top three applicants, with three additional as backups.

- Sanitarian II

There has been an underwhelming response to the Sanitarian II advertisement. Applications received have been students and are not fully qualified. Recommendation was made to solicit other health dept/districts for possible sharing of part time sanitarians.

- Part time food service employee

The response for the part time food inspector has also been underwhelming. Mr. Mitchell stated that the advertisement went out as \$20/hr. Mr. Mitchell believes increasing the fee to \$25/hr will encourage applicants. The consensus of the Board was in favor of the increase.

6. New Business

- Chatham Health Transition for bookkeeping

Mr. Mitchell stated that he and Tina Lanzi will be meeting with George Sinnamon to discuss setting up for the transition. A new computer and QuickBooks Pro will be purchased.

- Emergency preparedness

Mr. Mitchell stated that the structure of the emergency preparedness grant will be changing. The State is requiring the formation of healthcare collations that will align with the 5 emergency preparedness regions. Colchester is currently in Region 4 and the rest of the District Towns are in Region 3. For the next 5 year contract, the healthcare collation will be the fiduciary for the grant. The first year the District will receive the same amount of funding as last year minus 5% that will go to the fiduciary for administrative cost. The following years funding will be determined by the fiduciary. The District needs to determine which Region we are going to join.

- Extra hours for a Sanitarian II (up to 40)

Motion was made by Mr. Hughes, seconded by Ms. Morris, to authorize up to 45 hours (40 hours straight time, 5 hours over time) a week to any employee who desires overtime from now until June 30, 2017 at the discretion of the Director of Health. Vote was unanimous in favor.

- Vacation carryover – can we extend to 2 weeks with one to be used by the end of summer

It was requested by an employee that due to the short staffing and the policy for only a 1 week carryover of vacation that Board allow the carryover of an additional week. The consensus of the Board was that any change should be made by policy. Recommendation was made to hold a Personnel, Policy, and Budget committee meeting and revisit the policy change at the next meeting.

- Health Insurance change (3 employees)

Brief discussion was held regarding options for health insurance. Mr. Mitchell has a meeting next week with a representative from CT Partnership.

7. Approval of March 28, 2017 meeting minutes

Motion was made by Mr. Hughes, seconded by Ms. Coyle, to approve the minutes of March 28, 2017 as written. Vote was unanimous in favor, with Ms. Coyle and Ms. Morris abstaining.

Motion was made by Mr. Hughes, seconded by Mr. Tierney, to approve the minutes of February 28, 2017 as written. Vote was unanimous in favor, with Ms. Coyle abstaining.

8. Public Remarks

There were no public remarks.

9. Adjournment

Following no further business to discuss motion was made by Mr. Hughes, seconded by Ms. Coyle, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 1:44pm.