

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*

## Board of Health

August 30, 2016

1:00 PM

East Hampton Town Hall, 20 East High Street, East Hampton CT

Present: Andrew Tierney Stan Soby Michael Maniscalco  
Rosemary Coyle Emmett Lyman Peter Hughes  
Susan Bransfield (arrived 1:10pm)

Others: Don Mitchell

### 1. Call to Order

Chairman Tierney called this regular 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 follow communications:

- Appointment of Emmett Lyman as the Board of Health representative for the Town of East Haddam.
- Notice of Violation for Angie's Pizza for repeat violations of food establishment inspections, hearing held August 29<sup>th</sup> with owner.
- Notice of Violation for Dunkin Donuts Marlborough for issues with waste water lines.

### 4. Director of Health Report

#### a. Budget, Bookkeeping and Accounting

Mr. Mitchell stated that the current budget is on target for what was proposed. RFP for bookkeeping is currently in the works, will be sent out to the Board for review and comment when completed. The Board would like Mr. Mitchell to put together some options taking into consideration the open staffing at this time.

#### b. Bathing water testing

Bathing water testing has concluded for the this year. This is typically completed upon the Labor Day weekend.

#### c. Per Capita application (reduction in budget)

The Per Capita Grant has been approved at a reduced rate. The loss of approximately \$8000.

#### d. Lead Grant application

The Lead Grant has been applied.

#### e. Radon Program participation

The District will be participating in the Radon Program this year with DPH. DPH was concerned with participants not returning kits. The District will have staff place kits in participant's homes and then return to collect the kits for submittal.

f. Flu clinics

Flu clinics are being scheduled.

5. Committee Reports

a. Review Committee Assignments

Current committee assignments:

Environmental-Mr. Soby, Mr. Walter, Ms. Bransfield

Community-Ms. Morris, Ms. Bransfield, Ms. Coyle

Personnel-Mr. Tierney, Mr. Maniscalco, Mr. Hughes

Changes- Mr. Lyman to replace Mr. Walter on Environmental, Ms. Coyle to move to Personnel, Mr. Hughes to move to Community.

**Motion was made by Mr. Hughes, seconded by Mr. Soby, to approve the move of committee members. Vote was unanimous in favor.**

b. Dates for Committee Assignments

To be determined.

6. Old Business

a. Fee schedule comparison of old fee schedule to proposed based on last years numbers

Mr. Mitchell presented the Board with a break out of fees collected last year (\$145,448.50) in comparison of what would have been with the proposed fees (\$160,812.50).

7. New Business

a. Memorandum of Understanding Regarding Planning and Implementation of Mass Dispensing Countermeasures

Mr. Mitchell stated that signatures are needed from CEO's on this MOU. This is a requirement of the PHEP grant, replacing the last MOU and will be in effect for the next 5 years.

8. Approval of July 26, 2016 minutes

**Motion was made by Ms. Coyle, seconded by Mr. Soby, to approve the minutes of July 26, 2016 as written. Motion was unanimous in favor.**

9. Public Remarks

There were no public remarks.

10. Adjournment

**Following no further business to discuss motion was made by Mr. Coyle, seconded by Mr. Soby, to adjourn the meeting. Vote was unanimous in favor.** Meeting adjourned at 2:03pm.