

BOARD MEMBERS

Peter Hughes, Vice Chairman
Andrew Tierney, Treasurer
Susan Bransfield
Rosemary Coyle
Michael Maniscalco
Kate Morris
Stan Soby
Mark Walter
Liz Milardo



DIRECTOR of HEALTH

Don Mitchell, MPH RS

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

Board of Health-SPECIAL Meeting

January 26, 2016

1:00 PM

Portland Library, 20 Freestone Avenue Portland CT

Present: Peter Hughes Andrew Tierney Michael Maniscalco
Kate Morris Susan Bransfield Stan Soby
Mark Walter

Others: Don Mitchell

1. Call to Order

Vice Chairman Hughes called the Special Meeting to order at 1:07pm. This Special Meeting was immediately recessed to open the Public Hearing. The Special Meeting of the Board of Health was reconvened at 1:26pm following the Public Hearing.

2. Public Remarks

Shirley Olsen, Portland, briefed the Board on an outstanding complaint that she has with the District regarding a town-owned parcel abutting residential property that has not been maintained and has become overgrown with invasive plants and a breeding area for mosquitos. Ms. Olsen stated that she has had conversation with the Department of Agriculture regarding the breeding of mosquitos and feels that a way to rectify the situation would be for the Town of Portland to clean up the property. Ms. Olsen stated that she believes that Mr. Mitchell and Ms. Bransfield should recuse themselves from the situation due to the lack of response from prior complaint.

Frank Magnotta, Portland, requested an introduction of Board members.

3. District Membership

a) Acknowledgement of Town of Haddam Withdrawal

Motion was made by Mr. Walter, seconded by Mr. Tierney, to acknowledge the letter received for the withdrawal of the Town of Haddam from the Chatham Health District effective July 1, 2016. Vote was unanimous in favor.

b) Land Use Departments Cooperation

Vice Chairman Hughes reminded the Board that Land Use Departments need to be encouraged to recognize the District as any other town entity. Residents should be receiving the same service when conducting District business as they would with town business. Land Use staff should be providing assistance to residents with application distribution/receipt, copies, fees, etc. when District staff is not in the office. Mr. Tierney echoed Vice Chairman Hughes in stating that files should not sit in Land Use offices for a couple weeks and then sent to Chatham Health allowing the appearance that Chatham Health is holding up approval. Mr. Tierney noted that there have been frictions within the departments, particularly personality conflicts between the Land Use staff in Haddam and the former Director that led to a lot of the frustration. Mr. Tierney

stated that moving forward and to help with customer relations the departments have to work together.

Mr. Mitchell stated that he has met with both the new Building Official and Planner for the Town of East Hampton. Both are very open to working with the District and are interested in outlining procedures for the office staff to better assist residents with making application.

Vice Chairman Hughes stated that Mr. Mitchell had also been going out the Town Board of Selectman and Town Council meetings.

4. Director of Health Position

a) Draft Contract

Vice Chairman Hughes stated that the contract was drafted by the District labor attorney and has been reviewed by DPH (with minor comment). Chairman Hughes stated DPH will be requiring this type of contract for all health districts by July 1, or per capita funding will be withheld. Brief discussion was held regarding the inclusion of wordage for benefits. Consensus of the Board was to send the contract to the Personnel, Policy and Budget committee for final review and drafting and to table the item to the February meeting.

b) Advertisement for New Director

Following a brief discussion regarding whether or not to go out to advertising the position, motion was made by Mr. Walter, seconded by Mr. Soby, to advertise the new director position in early March. Vote was unanimous in favor. Members of the Board acknowledge the good job that Mr. Mitchell is doing during this transition. However, felt that keeping with the goal of transparency, agreed that the position should be advertised. The Personnel, Policy and Budget Committee will meet to finalize a draft advertisement to present to the Board for the February meeting. Vice Chairman Hughes stated that DPH has been told that a permanent director would be named no later than May 1, 2016.

c) Interim Appointment Extension

Motion was made by Ms. Bransfield, seconded by Mr. Maniscaclo, to extend Mr. Mitchell's interim appointment (initial appointment due to expire February 16, 2016) for an additional 60 period. Vote was unanimous in favor. Ms. Bransfield thanked Mr. Mitchell and commented on his attentiveness to the Town of Portland's needs, attending a Board of Selectman meeting to answer question and address issues they had.

d) Vacation & Sick Time Payout

Vice Chairman Hughes stated that he did approve the payout of the prior Director. The Personnel Committee will review the policy regarding vacation and sick payout.

5. 2016 -2017 Budget Adoption

Discussion was held regarding delaying action on the budget due to the proposed budget not being on the website for public review. The By-Laws state that a public hearing must be held prior to February 1st with notification of per capita amounts to the member towns prior to March 1st.

Motion was made by Mr. Tierney, seconded by Mr. Soby, to continue the Public Hearing to the February 23, 2016 Board of Health meeting located at the Portland Library at 1pm. Vote was unanimous in favor.

Motion was made by Mr. Walter, seconded by Mr. Tierney, to forward to member towns the tentative per capita numbers as presented in the proposed budget. Vote was unanimous in favor.

6. 2015 – 2016 Budget Update

Vice Chairman Hughes stated that the current budget is in good shape, suggesting that we may need to look at transferring from reserve for payout which was not done at this time. Vice Chairman Hughes stated that he will be formally requesting 25% more of the per capita grant. Food license applications have gone out and are coming in at this time.

7. Director of Health Report

Mr. Mitchell requested a template from Local Health Administration for a description for a Director of Health. Mr. Mitchell will be putting together a description based on three recent job applications that he received from Local Health.

Mr. Mitchell recommended the By-Laws be reviewed and revised to include missing information (Vision statement) and delete references to portions that have been eliminated. Mr. Mitchell also recommended stating clearly that the Director of Health is not a member of the Board and also to clarify terms relating to finances. Vice Chairman Hughes suggested Mr. Mitchell forward changed to the Policy Committee to review.

Mr. Mitchell distributed a new organizational chart, with the elimination of the Assistant Director of Health position.

Mr. Mitchell stated that over the last month he has had opportunity to meet with Dr. Kenta-Bibi, several Planning, Zoning and Building Department staff, and Town Councils/Boards of Selectman. Mr. Mitchell attended a meeting with several Colchester town hall staff regarding a problem issue and plans moving forward. Following the meeting, Mr. Mitchell met with First Selectman Art Shilosky. Mr. Shilosky discussed concerns he had with the District early on, however noted that not recent concerns or complaints have been brought to him.

Mr. Walter commented that he had recently received positive feedback from a resident in East Haddam with a commercial kitchen in their home who is very pleased with service received from the District and is encouraged to see us moving forward.

Mr. Maniscalco questioned whether the District has a complaint form and if, during inspections, individuals receive any type of documentation of their rights under the law and/or how to make a complaint? Brief discussion was held regarding notices of violation, inspection denials, letters requesting compliance prior to notice of violations be issued and providing contact information for DPH program specialists. Recommendation by the Board is to provide Director of Health contact information on inspection forms so that individuals know exactly who if they have questions or concerns. The Board would also like to produce a formal process in which resident can take to make a complaint as well as providing feedback.

8. Committee Reports

Nothing to report at this time.

9. 2016 Meeting Dates

Approved last month.

10. Old Business

There was no Old Business to discuss.

11. New Business

a) Election of Officers

Motion was made by Ms. Bransfield, seconded by Mr. Maniscalco, to thank Mr. Hughes for all his work. Vote was unanimous in favor.

Motion was made by Mr. Walter, seconded by Mr. Soby, to nominate Mr. Tierney as Chairman. Vote was unanimous in favor. Mr. Tierney accepted.

Motion was made by Ms. Bransfield, seconded by Mr. Soby, to nominate Mr. Walter as Vice Chairman. Vote was unanimous in favor. Mr. Walter accepted.

Motion was made by Mr. Tierney, seconded by Ms. Bransfield, to nominate Mr. Hughes as Treasurer. Vote was unanimous in favor. Mr. Hughes accepted.

b) Fee Schedule Discussion

Motion was made by Mr. Tierney, seconded by Mr. Soby, to set a public hearing for fee schedule at the February meeting. Vote was unanimous in favor.

Ms. Bransfield revisited the discussion from last meeting regarding the relationship between the District and DPH and their responsibilities. Mr. Tierney noted that he and Mr. Hughes would be meeting with Ellen Blaschinski and would be inviting her to attend one of our next Board meetings to discuss these items.

12. Approval of Minutes – November 17, 2015 & December 15, 2015

Motion was made by Mr. Soby, seconded by Mr. Tierney, to approve the minutes of November 17, 2015 & December 15, 2015 as written. Vote was unanimous in favor.

13. Adjournment

Following no further business to discuss motion was made by Mr. Tierney, seconded by Mr. Soby, to adjourn meeting. Vote was unanimous in favor.