

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  
May 30, 2017  
1:00 PM  
East Haddam Grange , Town Street, East Haddam

Present: Andrew Tierney      Rosemary Coyle      Stan Soby  
             Emmett Lyman      Susan Bransfield      Peter Hughes

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:05pm.

2. Public Remarks

There were no public remarks.

3. Communications

There were no communications to report.

4. Director of Health Report

Mr. Mitchell stated that the FDA code has been adopted by the State of Connecticut, effective July 1, 2018.

5. Old Business

- Open positions
  - Administrative Assistant
  - Sanitarian II

Mr. Mitchell stated that in regard to the Administrative Assistant position it was determined that it would be more difficult bringing in a temporary person for a short amount of time and that what needed to be done was to interview a few more applicants and get someone on staff.

Mr. Mitchell stated that Kim Hamley has been hired for the Sanitarian II position.

The Board was very firm in that a temporary individual needs to be brought in to assist until such time that an Administrative Assistant is hired.

- Bookkeeping transition

Mr. Mitchell stated that George Sinnamon is currently working with Tina Lanzi with QuickBooks and has assured him that everything is set for the July 1 transition. Mr. Sinnamon has stated that should any problems arise we can contact him anytime.

- Health Insurance

Mr. Mitchell noted that he had been working with CBIA regarding alternatives to health insurance renewals. We were able to offer employees the option of staying with an HSA plan

through Harvard Pilgram or for an additional cost to be paid by the employee an HSA plan through Connecticare or a POS through Harvard Pilgram or Connecticare. The new hire will not be taking the District health insurance.

## 6. New Business

- Everbridge discussion

Discussion was held regarding fluctuating quotes received for the Everbridge renewal. The Board requested Mr. Mitchell contact the president of Everbridge to get firm numbers. It was assured that the contract for this coming year would be renewed. However, alternatives to Everbridge and funding would be discussed for the FY18-19 budget.

- Health Insurance /Workman's Compensation/Property and Liability

Mr. Mitchell stated that all insurance are set for renewal July 1.

- Director's contract/director's performance review

Mr. Mitchell stated that a Personnel, Policy, and Budget Committee meeting was held. It was noted that an evaluation should have been conducted at 4 months and 1 year. Evaluation forms were distributed to the Board members and were requested to be returned to Chairman Tierney by July 11<sup>th</sup>. The Committee recommended extending Mr. Mitchell's current contract, which expired June 30, for 2 months.

**Motion was made by Mr. Hughes, seconded by Ms. Bransfield, to extend Mr. Mitchell's contract for 2 months. Vote was unanimous in favor.**

Mr. Mitchell noted the following office coverage:

Steve Knauf-Hebron

Jaime Ellis-begins her day in Hebron and then covers Marlborough

Liz Davidson-Tuesday, Wednesday, Thursday Portland

Jim Karrenberg-Colchester

East Hampton doesn't have specific coverage, applications are picked up and reviewed by available staff.

Kim Hamley will be covering East Haddam

Discussion was held regarding applications not being accepted in the East Hampton building department. Mr. Mitchell noted that reviewing applications is somewhat difficult in this manner and it is unknown if all applications are even being reviewed by the District. Mr. Hughes stated that when the District was formed it was agreed that all the towns would conduct business the same way. The Board expressed concern for the possible loss of revenue if applications are not being reviewed and consensus was that applications need to be taken in with building applications and a sanitarian should be covering the office. Mr. Hughes noted that Marlborough activity is fairly slow and that Jaime Ellis could be sent to East Hampton Building to review applications.

Discussion was held regarding the new part time individuals and badging staff. Mr. Mitchell stated that he would get together with Andy Goff with Portland Fire.

Mr. Mitchell requested authorization for continued overtime due to the new hire not starting until August 1<sup>st</sup>. Consensus of the Board was to allow the overtime to continue.

Brief discussion was held regarding the St. Clements fire. It was clarified that the fire was at the marina that is located in East Hampton. Mr. Mitchell stated that the marina is not a licensed food establishment and it was the understanding that food would be catered from the licensed St. Clements kitchen and there would be no food prep for the building approved for storage and a bathroom facility. Consensus of the Board was for Mr. Mitchell to address a letter to St.

Clements stated that the facility was not licensed for food and should the building be reconstructed with the intent for serving food all proper applications and approvals be obtained.

7. Approval of May 30, 2017 meeting minutes

Minutes were not sent out. The Board reiterated that the minutes should be sent out and that decisions need to be posted within 48 hours.

**Motion was made by Mr. Soby, seconded by Ms. Coyle, to table the approval of minutes to the next meeting.**

8. Public Remarks

There were no public remarks.

9. Adjournment

**Following no further business to discussion motion was made by Ms. Bransfield, seconded by Ms. Coyle, to adjourn. Vote was unanimous in favor. Meeting adjourned at 1:55pm.**