

BOARD MEMBERS

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



DIRECTOR of HEALTH

*Thad D King MPH RS*

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

Board of Health

July 28, 2015

1:00pm

240 Middletown Avenue, East Hampton

Present:       Melissa Schlag       Michael Maniscalco       Mark Walter  
                  Andrew Tierney       Stan Soby               Peter Hughes (arrived 1:10)

Others:         Thad King

1. Call to Order

Chairman Schlag called the meeting to order at 1:05pm.

2. Approval of Minutes – May 26, 2015

**Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to approve the minutes of May 26, 2015 as written. Vote was unanimous in favor.**

3. Public Remarks

There were no public remarks.

4. Communications

Mr. King presented the following communications:

- Memo regarding District Office Coverage and Application Review Scheduling from Thad King to Land Use Offices, Contractors and Applicants dated 7/17/15.
- Memo regarding Employee Reimbursement for Education Tuition from Thad King dated 7/17/15.
- Price listing from RKL & Associates for network monitoring services and server/router replacement.
- Memo regarding request for annual report submission from Town of Haddam. Mr. King stated that he would be preparing the annual report for next meeting.
- Letter from DPH regarding GAIA Gardens, Colchester requirements for compliance with DPH order.
- Notice of violation for 132 River Road Colchester, accumulation of uncovered manure.
- Notice of violation for 320 Brainard Hill Road Haddam, accumulation of refuse and rubbish.
- Applied for Block Grant (\$16,700) to fund Chronic Disease Management Program.
- Applied for Per Capita Grant, noting a 5% cut in funding (approximately \$6500). Consensus of the Board was for Mr. King to work with the Personnel, Policy and Budget Committee to revise the approved budget.

5. Director of Health Report  
Interim Budget Report

Mr. King presented the Board with an interim budget report. Based on current revenue and expenses the District bottom line is approximately \$52,600. Final closeout should be ready for next meeting. Mr. King noted that there was a significant increase in services for the month of June.

Mr. King stated that we received a quote from our auditors doubling what we had paid last year. Mr. King has requested a quote from a firm that currently conducts the audit for Farmington Valley Health District for a much lower cost.

6. Executive Session – Personnel Matter

**Motion was made by Chairman Schlag, seconded by Mr. Tierney, to move Item 6 to Item 10. Vote was unanimous in favor.**

7. Committee Reports  
Environment

Mr. Walter briefed the Board on the discussions from the last committee meeting; low turnout for septic installer training, Food Service Regulation effective July 1 – farmers markets changes have been a challenge, a new cottage food public act, recent power outages (all food establishments effected were visited for compliance), new regulation 19-13B-101 regarding private well water standards.

Community

Mr. King briefed the Board on the discussions from the last committee meeting; nurses job description, revised contract for flu clinics. These items should be added to New Business for next meeting. Flu clinics are scheduled to begin mid-September and will run through mid-November with two clinics being held in each town.

8. Old Business

There was no old business to discuss.

9. New Business

Mr. King stated that one of the District vehicles went in for repair. The recommendation was that the vehicle was unsafe to drive due to rotting frame. Mr. King did find a Ford Fiesta on the State Bid Contracts for \$13,600. Discussion was held regarding maintenance cycles, condition of other vehicles, funds available, developing a replacement plan, alternative purchases (off lease), and option of trade in or donate.

**Motion was made by Mr. Hughes, seconded by Mr. Walter, to authorize Mr. King to negotiate the purchase of a vehicle (either through the State Bids Contracts or off lease) not to exceed the \$13,600. Vote was unanimous in favor.**

Mr. Tierney inquired as to the status of the schedule for certifying our most recent sanitarians. Mr. King stated that one of them is currently preparing to test.

Mr. Soby thanked Mr. King and Mr. Mitchell for their prompt assistance with recent water quality issues at GAIA Gardens.

**Motion was made by Mr. Tierney, seconded by Mr. Walter, to invite Mr. King and enter into executive session. Vote was unanimous in favor.** Executive Session commenced at 2:20pm.

Executive Session concluded at 3:15pm.

10. Adjournment

**Following no further business to discuss, motion was made by Mr. Hughes, seconded by Mr. Soby, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:16 p.m.**