

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

July 26, 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 Kate Morris (departed 2:10pm)
Susan Bransfield (arrived 1:05pm)

Others: Don Mitchell

1. Call to Order

Chairman Tierney called this regular meeting of the Board of Health to order at 1:00pm.

2. Public Remarks

There were no public remarks.

Consensus of the Board was to move agenda item 6 before agenda item 3.

6. New Proposed Fee Schedule

Liz Davidson presented the attached proposed fee schedule to the Board. Ms. Davidson went through each service listed and a justification for lowering, increasing, or adding a fee.

3. Communications

a) DPH letter to Dave Dander

Mr. Mitchell stated that Mr. Dander had challenged the legality of the District's Food Service Regulation public hearing to DPH. Local Health Administration ruled that the District was proper in notification of the hearing. Mr. Mitchell also followed up with a letter to Mr. Dander stating that he had checked with Tom Hennick at CT FIO Commission and he confirmed that the meeting was properly noticed.

b) Notice of Violations

Mr. Mitchell noted the following:

-143 Clark Hill Road East Haddam, accumulation of garbage and refuse

-Leesville Road East Haddam, property overgrown and refuse inside and outside the home

Outstanding orders:

-29 Middle Haddam Road East Hampton (Cobalt Lodge) long time septic failure, repair to begin

-Brainard Hill Road and Haddam Pizza Haddam, Mr. Mitchell will be working with the State Prosecutor to assist CT River Area Health District in moving these orders on

c) Per Capita Grant Application

Mr. Mitchell stated that he is in the process of completing the application. Copies of member towns' per capita checks are required for submission. Mr. Mitchell requested that those towns that have not yet sent them in to please do.

4. Director of Health Report

a) Lake Pocotopaug Testing

Mr. Mitchell stated that algae testing began Tuesday July 19th. Results were just received, at the advisor level. Another test was conducted today. Testing is done at Sears Park.

Ms. Morris departed at 2:10.

b) Budget Report

Mr. Mitchell presented the current status of the District budget. Revenues are at \$91,769 and expenses are approximately \$33,000. Chairman Tierney recommended a review of the approved budget in consideration of the reduced per capita grant. Mr. Maniscalco requested the status of the RFP for financial services. Mr. Mitchell stated that he would soon be starting to put it together.

c) Workers Comp/Liability/Auto Insurance

Mr. Mitchell acknowledged the difficulty and delay in the renewal of the insurances. Mr. Mitchell stated that this will not happen again, that he would be certain to give a cushion for renewals as well as with grant deadlines. Mr. Mitchell also recognized the experience and knowledge of the members of the Board and in the future will ask for help when situations arise that he needs assistance with.

d) VFC Site Visit

Mr. Mitchell stated that there was a site compliance visit conducted by the Vaccine For Children program. Sharon Dunning, from the Immunization Program, met with Vickie Han and Tina Lanzi regarding the processes, procedures, and handling of vaccine. There was one issue regarding the recalibration of the vaccine refrigerator's backup thermometer. This thermometer has been sent out for recalibration. Once the certification has been received we will be in full compliance.

5. Committee Reports

No committee meetings were held. The Board will review committee assignments for next meeting.

6. New Proposed Fee Schedule

Previously presented.

7. Old Business

a) Short Term Disability (tabled for Personnel, Policy and Budget Committee Discussion)

Tabled.

b) Insurance Buyout (referred to Personnel, Policy and Budget Committee Discussion)

Tabled.

8. New Business

Mr. Mitchell stated that a staff meeting was recently held and it went very well. Mr. Mitchell stated that one of the discussions held was regarding different staff members attending future Board meetings to introduce themselves and give the Board a presentation on what they do.

Dr. Kenti-Bibi stated that through the Middlesex Hospital Residency Program he would like to have 2nd and 3rd year students attend some Board of Health meetings and visit the District offices to allow the students the different perspective to one on one family medicine. The Board was very welcoming to the idea.

9. Approval of Minutes – June 28, 2016 Meeting

Motion was made by Ms. Coyle, seconded by Mr. Maniscalco, to approve the minutes of June 28, 2016 meeting as written. Vote was unanimous in favor with Mr. Lyman abstaining.

10. Public Remarks

There were no public remarks.

11. Adjournment

Following no further business to discuss, motion was made by Mr. Maniscalco, seconded by Ms. Coyle, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:28pm.