

# CHATHAM HEALTH DISTRICT

*Sewing the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland*

BOARD MEMBERS

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

DISTRICT HEALTH DIRECTOR

Thad D. King, MPH RS

Board of Health

February 10, 2015 (Postponed from January 27, 2015)

1:00pm

240 Middletown Avenue, East Hampton

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

Others: Thad King

1. Call to Order

Chairman Hughes call this Special Meeting to order at 1:08pm.

2. Approval of Minutes – December 15, 2014

**Motion was made by Mr. Walter, seconded by Mr. Maniscalco, to approve the minutes of December 15, 2014 as written. Vote was unanimous in favor, with Mr. Soby abstaining.**

3. Public Remarks

There were no public remarks.

4. Director of Health Report

Mr. King noted that the agenda was missing and item "Communication". Communications would therefore be included in the Director of Health Report.

Mr. King distributed the 2014 Chatham Health District Audit, to be an agenda item for next meeting.

Meeting Cancellation Policy

Mr. King presented a proposed Meeting Cancellation Policy, suggesting the Board could adopt the policy or include it into the bylaws. The Board sets its meeting dates for the year, holding nine regular meetings and three committee meetings. Statutorily the Board is required to hold quarterly meetings. Mr. King suggested cancellation of a meeting to be; due to lack of a quorum (five members), weather making travel unsafe, and no business to discuss. Mr. King typically meets prior to the meetings with the Chairman to discuss agenda items and possible decisions to cancel meetings.

**Motion was made by Ms. Bransfield, seconded by Mr. Maniscalco, to adopt the Meeting Cancellation Policy as proposed. Vote was unanimous in favor.**

Strategic Planning Work Group

Mr. King presented a memo recommending the formation of a Strategic Planning Work Group. Mr. King recommended that the Group consist of three Board members (one from each standing committee) and two Staff members (one of which being the Director of Health).

**Motion was made by Ms. Bransfield, seconded by Mr. Walter, to establish a committee based on Mr. King's recommendations called the Strategic Planning Group. Vote was unanimous in favor.**

Interim Budget Report

Mr. King presented the Board with an interim budget report. Based on what is in the financial system as of February 1, 2015, the District is projecting a balance of \$44,505 for June 30, 2015.

Mr. King did visit Mr. Mitchell. Mr. Mitchell did have a slight relapse follow surgery. Fortunately he did not have to undergo any additional procedures, he is confined back home to very limited activity. He is working on a couple of projects from home as he is able, such as content for the website. He has a follow up with his doctor on February 13<sup>th</sup>. It is anticipated that he will be cleared to return to work on a limited basis, unable to drive for a time period, and office work only.

*1:28pm, Chairman Hughes called recess to hold the public hearing.*

*Chairman Hughes resumed the regular meeting at 1:42pm.*

**Motion was made by Ms. Bransfield, seconded by Mr. Walter, to move agenda Item 8 to Item 5. Vote was unanimous in favor.**

5. Old Business

DPH Complaint Investigation Update

Attorney Ken Slater was present to discuss review of materials provided and offered suggests in regard to the complaint investigation. Atty Slater stated that DPH references statute exempting them from FOI request. However, the statute refers to the exemption when it is a person who is licensed by the agency. The complaint has been made regarding a District wide concern. Atty Slater presented two possible questions to the Board; 1) a person (such as the Chairman) files the FOI request, 2) Atty Slater continues on with the official filing with the Attorney General's office for information.

Following a brief discussion regarding the authority/jurisdiction of DPH over the District, the concern of the Board for whom the denial of the request for information is protecting, and the responsibility of the Board members to the residents, the consensus of the Board was to proceed with both an FOI request from the Chairman, as well as for Atty Slater to move forward with the Attorney General's Office.

6. Septic System Non-Engineered Review Policy

Liz Davidson presented the proposed checklist for installers for non-engineered systems. Ms. Davidson also presented copies of actually design proposals from installers to demonstrate the inconsistency in information provided and quality of plans. Ms. Davidson stated that she has been utilizing this checklist for some time in East Haddam. Ms. Davidson suggested that the approvals would be timelier if all the information is provided when applied for as well as benefiting the homeowners by getting a better estimate for the repair. Mr. King emphasized that this checklist will standardize the review and it will remove the sanitarians from being in the

position of designing the plans, therefore removing any liability. There are only two entities that can design a system; an engineer and a licensed installer.

Recommendation was made to refer the policy to the Environmental Health Committee for review, invite installers to a meeting to discuss, and return to the Board with recommendation for the March meeting.

7. 2015-16 Budget Discussion

**Motion was made by Mr. Tierney, seconded by Mr. Walter, to approve the 2015-16 budgets (attached). Vote was unanimous in favor.**

8. Election of Officers

**Motion was made by Mr. Maniscalco, seconded by Mr. Soby, to elect Ms. Schlag – Chairman, Mr. Hughes – Vice Chairman, Mr. Tierney – Treasurer. Vote was unanimous in favor. Committee members will remain the same.**

9. New Business

There was no New Business to discuss.

10. Adjournment

**Following no further business to discuss, motion was made by Ms. Bransfield, seconded by Mr. Maniscalco, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:30pm.**