

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

November 17, 2015

1:00pm

240 Middletown Avenue, East Hampton

Present: Peter Hughes Mark Walter Stan Soby
Michael Maniscalco Andrew Tierney Rosemary Coyle
Kate Morris (arrived at 1:12 p.m.)

Others: Thad King Don Mitchell

1. Call to Order

Vice-Chairman Hughes called the meeting to order at 1:04pm.

2. Approval of Minutes – September 29, 2015

Motion was made by Mr. Maniscalco, seconded by Mr. Tierney, to approve the minutes of September 29, 2015 as written. The vote was unanimous in favor, with Ms. Coyle and Mr. Soby abstaining. 4-Yes; 2-Abstain

3. Public Remarks

There were no public remarks.

4. Communications

Mr. King presented the following communications:

- Letter from the District Vice-Chair; Peter Hughes to Thad King dated November 9, 2015 regarding the Department of Public Health concerns/expectations.
- Letter from District Chair Melissa Schlag dated November 13, 2015 regarding her resignation as District Chair effective immediately.
- Letter from Suzanne Blancaflor dated October 22, 2015 regarding food service complaint/objectives to focus on/another review to be done in April 2016.
- October 9, 2015 letter from Ellen Blaschinski to District Chair Melissa Schlag regarding the per capita grant.
- The minutes from the October 16, 2015 Special Meeting/Executive Session of the Chatham Board of Health submitted by Susan Bransfield.
- Mr. King introduced the Live Well Program to the board members. Nancy McAuliffe provided a brief overview of the program.

5. Director of Health Report

Interim Budget Report

Mr. King presented the Board with an interim budget report. Mr. King noted that there is an \$80,000 positive balance and \$195,000 in the bank account. He furthered that there has been

an increase in environmental services due to well applications and general land use applications.

Food Service Inspector Contract

Mr. King informed the members that Shaquasha Andrews resigned. In an attempt to cover the food inspection program, he proposed a part time contractual food inspector position from now until the end of the fiscal year. A brief discussion followed about the difference between contractual and probationary and which of the two would be beneficial to the CHD. Vice-Chairman Hughes made a motion to authorize the Director of Health to seek a 60 day temporary contractor for food service inspections and to advertise a Sanitarian I full time position. The motion was seconded by Ms. Coyle. **Vote was unanimous in favor.**

6. Committee Reports

Personnel, Policy and Budget

Mr. Maniscalco stated that they discussed employee contracts for Department of Health and they reviewed topics that are on the upcoming agenda.

Community

Mr. Walter stated that Liz Davidson reviewed the proposed revisions to the language on the Farmers Market application. Mr. Mitchell stated that there was some confusion about a 5 year QFO when the certificate expires but that the confusion dissipated when the regulations were reviewed.

7. Car Replacement Policy

Mr. King reviewed the data he collected on the vehicles and the usage. He explained that the criteria used to draft the policy was based on the value and the annual amount to maintain the car and expressed the need to draft a standard maintenance policy. A brief discussion followed about centralizing the maintenance schedules and paperwork. Mr. Walter made a motion to adopt the Car Replacement Policy, seconded by Ms. Coyle. **Motion was unanimous in favor.**

8. By-laws Revision

Mr. King indicated that there was some confusing language in the by-laws and statutes pertaining to the status of the Director of Health within the Board of Health. He suggested including a statement in the by-laws that would indicate that the Director of Health is not a member of the Board of Health.

9. Proposed Budget Discussion

Mr. King began by reviewing the per capita rates that were in the proposed budgets for October 28 and November 13 and explained that there is a \$4600 difference in total funding. Mr. King noted a 2% capita in his proposed budget as well as using \$1.76 for the state per capita grant. He furthered that for expenditures; there is a 2% increase for salaried positions. Mr. King reviewed the salary survey with the members. The members agreed to discuss the proposed budget at the December meeting and to hold a public hearing in January.

10. Old Business

None.

11. New Business

Vice-Chairman Hughes reminded the members of the election of officers at the BOH meeting in January and informed the members that Mr. Maniscalco has volunteered to be the next Chairman of the Board.

12. Adjournment

With no further business to discuss, the members voted unanimously to adjourn at 1:52 p.m.