

BOARD MEMBERS  
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Rosemary Coyle  
Emmett Lyman  
Michael Maniscalco  
Kate Morris  
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DIRECTOR of HEALTH  
Don Mitchell, MPH RS

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

Board of Health  
April 24, 2018, 1:00 PM  
Colchester Town Hall, 127 Norwich Avenue, Colchester

Present: Andrew Tierney                      Emmett Lyman                      Peter Hughes  
                  Kate Morris                              Susan Bransfield                      Rosemary Coyle

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:08 pm.

2. Public Remarks

Terry Concannon, widow of Howard Dean, inquired as to the Howard Dean Scholarship. Mr. Mitchell apologized that Ms. Concannon had not been updated regarding the scholarship. Mr. Mitchell noted that two staff members were currently benefitting, with Ms. Davidson currently completing her MPH. A presentation will be made at a future meeting and Ms. Concannon will be notified.

3. Communications

Mr. Mitchell presented the following communications:

- Notice of Violation for a property in Marlborough for trash and debris.
- Notice of Violation for a property in East Haddam for the dumping of urine.

4. Director of Health Report

a. Mental Health First Aid completed March 5<sup>th</sup>

Chatham Health staff completed Mental Health First Aid training on March 5<sup>th</sup>.

b. Liz and Steve successfully completed Public Health Preparedness Training in Alabama

Ms. Davidson and Mr. Knaf completed FEMA training at the Center for Domestic Preparedness. This was a great opportunity attended by 25 sanitarians from all over the United States.

c. Intern Project on Tick Borne Disease

Christine Bottone, intern from University of Wisconsin-Green Bay, completed and presented a project on tick borne illnesses to the East Haddam Senior Center. The PowerPoint presentation will be sent out to the Board and posted on the website.

d. Radon wrap up

Mr. Mitchell stated that the radon testing has been completed for the season. Of the 100 kits, 78 were returned. There was an issue with several kits that were sent in and unable to be tested due to the delay in reaching the lab. The packages were prepaid postage. Postage

increased after distribution and kits were held up at the post office for some time, making them invalid.

e. FDA implementation

Mr. Mitchell stated that the July 1<sup>st</sup> implantation date for the FDA food code may be extended to January 1, 2019. Commissioner Pino has recently hinted to this extension, however, Food Protection has not confirmed.

f. Introduce Kim Hamley in preparation of Salon Ordinance

Mr. Mitchell introduced Kim Hamley to the Board, stating that Kim has been working on a Salon Ordinance for the District. Ms. Hamley will be presenting the ordinance to the Board at the next meeting.

g. Budget Report

The Board was presented a to-date budget report. Discussion was held regarding standardizing monies being brought over from District office. The Board has requested a breakout of fees per town for next meeting.

5. Old Business

a. Audit finalized

The final 2017 audit was distributed to the Board.

6. New Business

a. Set dates for Environmental, Community and Personnel Committee meetings

The Board discussed setting dates for meetings. Mr. Mitchell stated that it was particularly important for the Environmental committee to meet in order to review the Salon Ordinance prior to next meeting. Dates will be discussed between members and staff via email.

Chairman Tierney opened up discussion regarding revisiting the late fee for temporary events, particularly for non-profit applicants. Suggestion was made to consider changing to a percentage rather than a flat fee.

Ms. Bransfield thanked Chatham Health. She recently ate at the new establishment in Portland and stated that it was very good. Liz and Jaime did a very good job working with the establishment in preparation for opening.

7. Approval of February 27, 2018 meeting minutes

Motion was made by Ms. Bransfield, seconded by Mr. Lyman, to approve the minutes of February 27, 2018. Vote was unanimous in favor, with Ms. Coyle abstaining.

8. Public Remarks

There were no public remarks.

9. Adjournment

Following no further business to discuss motion was made by Ms. Coyle, seconded by Ms. Bransfield to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:00.