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DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health
SPECIAL MEETING
August 9, 2018, 2:00 PM
East Hampton Town Hall, 20 East High Street, East Hampton, CT.

Present: Andrew Tierney Emmett Lyman Kate Morris
 Susan Bransfield Peter Hughes (arrived at 2:09)

Others: Don Mitchell

1. Call to order

Chairman Tierney called this Special meeting to order at 2:02 pm.

2. Public Remarks

There were no comments from the public.

3. Communications

Mr. Mitchell reported that Glenn Gustine had sent a letter stating appreciation for the Health District keeping Nelson's Campground up and running while they were installing several septic systems.

(Mr. Hughes arrived at 2:09pm)

4. Director of Health Report

a. 2017-2018 Budget closeout (almost complete)

See attached.

Discussion ensued about why East Hampton seems to be lower than expected on collected fees. Ms. Bransfield requested that Mr. Mitchell check into the issue and would like fees addressed. Ms. Bransfield stated that the District cannot afford to have fees not charged. Concern was expressed about revenue that the District may not be getting.

b. Rail Trail Pamphlet and Cooperative effort w/ Colchester park & Rec (Nancy – will present if available))

See attached.

Discussion ensued. Mr. Mitchell reported that Nancy worked closely with Colchester Parks and Rec and that Colchester had received a grant for this project. The District was included in the brochure as a courtesy due to the great working relationship. The

program was successful. Following the hike there was a trail guide book that was given out to one lucky participant at each town.

c. State Per capita application

Mr. Mitchell reported that the District's State Per Capita was approved at \$1.64 and payment of \$104,288.64 should be received in the next couple of weeks.

d. PHEP contract

Mr. Mitchell reported we are contracting with Quality Perspectives again this year.

e. Terry Concannon – Plans on coming to August BOH meeting (Photo with Liz)

Mr. Mitchell reported that Liz Davidson benefited from the Chatham Health District's Howard Dean Tuition Reimbursement in acquiring her MPH. Mr. Dean's widow, Terry Concannon, has expressed a desire to attend the August 28th Board of Health meeting to acknowledge Ms. Davidson's accomplishment.

5. Old Business

a. Salon regulation on hold

Concern was expressed for revenues projected from the salon regulation in the current budget. Mr. Mitchell stated that revenue from the salon regulation was going to offset the elimination of the fee for the Permit to Discharge. However, the Permit to Discharge regulation has not yet been updated to eliminate the fee. Therefore fees are still being collected in that program. Mr. Mitchell stated that Kim Hamley was working on the Salon Regulation prior to leaving. There are still revisions that need to be made and staff still needs to be trained.

Consensus of the Board was to move forward with the regulation particularly due to the cut in per capita cut. Discussion was held regarding educating salon personnel as well as staff and the possibility of utilizing Ms. Hamley as a consult to move forward with the regulation.

Motion made by Ms. Bransfield, seconded by Mr. Lyman, to move forward with salon ordinance and authorize Kim Hamley as a consultant. Vote was unanimous in favor.

6. New Business

a. Old Home Days

Motion was made by Mr. Hughes to drop this item from the agenda, stated that the sanitarians did their job. There was no second to the motion.

Members of the Board did not dispute supporting the District sanitarians in their action. Discussion was held regarding a vendor being denied licensure do to not meeting application deadline. Discussion was also held regarding being proactive in working with event coordinators to ensure compliance.

b. Sanitarian departures and hiring efforts

In regard to the Part-Time Food Inspector positions, Mr. Mitchell stated that allow Kim Hamley has left her full time position with us she has agreed to work part-time as a

contracted food inspector. We have also received interested from another qualified inspector, a resident from Portland, that we will offer a position.

In regard to the Sanitarian II position, Mr. Mitchell stated that we have received two applications, both have gone through the Southern Connecticut State University program but who are not fully certified. Mr. Mitchell noted that currently several health districts are advertising for Sanitarian positions. It was recommended to put it into CT Hires.

East Haddam field work is being currently being covered by Jim Karrenberg and Steve Knauf. It was also noted that administrative support has been very good and Nancy Talbot's assistance has been greatly appreciated.

c. Director of Health review and contract

Discussion was held regarding the Mr. Mitchell's review and contract renewal, the requirement for yearly basis, and the request for an extension for the current contract that is up the end of August. Chairman Tierney requested that a letter of extension be drafted to extend the current contract until October 31st and that reviews be sent to the Board members.

7. Approval of May 29, 2018 meeting minutes

Ms. Davidson noted that Mr. Mitchell was not in attendance at the May 29th meeting as indicated in the minutes and that Steve Knauf was actually there in his absence.

Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to approve the May 29, 2018 minutes with the amendment as suggested by Ms. Davidson. Vote was unanimous in favor.

8. Public Remarks

Ms. Davidson commented on the end of year budget report; the impressive environmental health fees collected, and questioned if only flu income is collected for community health revenue? It was confirmed that community health fees do only include flu income.

Mr. Mitchell noted that James Olsen, Prevention Coordinator for the Town of East Hampton, approached him regarding a grant available through Americorps for working with the Opioid crisis. There is the possibility for a full-time or part-time person. Mr. Olsen has a proposal for a part-time person which is 22 ½ hours. He has requested space to house this person in the main office. Mr. Mitchell stated that we have a space available. Mr. Olsen has also stated that if the towns were interested, there is the possibility to apply for the full-time position. Discussion ensued. It was suggested it be put on the agenda for August 28th.

9. Adjournment

Following no further business to discuss, motion was made by Mr. Lyman, seconded by Ms. Bransfield, to adjourn. Vote was unanimous in favor. Meeting adjourned at 2:55pm.