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DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

SPECIAL MEETING-Board of Health

October 17, 2018, 2:00 PM

Hebron Town Hall, 15 Gilead Street, Hebron, CT.

Present: Andrew Tierney Emmett Lyman Peter Hughes (via phone)
 Michael Maniscalco Stan Soby Susan Bransfield

Others: Don Mitchell

1. Call to order

Chairman Tierney called this Special meeting of the Board of Health to order at 2:06pm.

2. Public Remarks

There were no public remarks.

3. Communications

Recognition of Terry Concannon for Howard Dean scholarship helping to fund Liz's education was in the Rivereast.

4. Director of Health Report

a. Annual report to State has been submitted

Mr. Mitchell stated that the Chatham Health District's annual report was submitted in a timely fashion to the state, and they thanked us for getting it in promptly. It has been received and accepted.

b. Report on Hebron Fair

Liz Davidson thanked Jaime Ellis for her dedication and work on the fair, and asked that the Board to send her a letter of appreciation. Ms. Davidson stated there was an increase in vendors as well as late fees from the prior year, an increase of collected revenue of about \$2000. There were 6 inspectors on Thursday, 2 inspectors on Friday, one on Saturday and one on Sunday. The total revenue was \$12,600.

5. Old Business

a. Hiring efforts (will open up to entry level and increase PT pay)

Mr. Mitchell reported that we received an application for the full-time position and will be interviewing next Monday in Portland. Mr. Mitchell stated that we will be meeting with our contracted food inspector to see if he can provide additional hours.

b. Salon regulation should be ready mid-October

Mr. Mitchell reported the salon regulation will hopefully be wrapped up next week. Mr. Mitchell stated that it could be ready for public hearing by mid-November.

c. East Hampton Receipts continued

Don stated that he had been away on vacation, so he is planning on double checking permits within the next few weeks to make sure all were pulled that should have been.

d. Food service regulation re-write on-going

Don reported that this is on hold due the State having not yet firmed up the FDA regulations. Mr. Mitchell stated that we do need to change our fees, and it might be easiest to do that first. New fees will be based on the new classification of the food service establishments. Mr. Mitchell noted that the change in fees will leave us revenue neutral. Discussion ensued. There are 30 Class I changing to 45, 18 Class II changing to 81, 87 Class III changing to 100, and 114 Class IV going to 18. The Board suggested educating the public about the changes in fees so they understand why the changes are happening. Mr. Mitchell discussed sending out renewal letters and putting the information out that way, as well as holding some information sessions. Discussion ensued. The Board voiced concern about the public being unhappy with these changes, and the importance of educating.

Ms. Bransfield asked how the Portland Fair went. Mr. Mitchell reported that Jim Karrenberg and our contracted food inspected worked the fair. Ms. Davidson stated that there were some late applications and some mud complaints.

6. New Business

a. Change date of October meeting- Conflicts with CCM

Following discussion a request was made to poll the Board for a meeting date

7. Approval of August 28, 2018 minutes

A motion was made by Ms. Bransfield, seconded by Mr. Maniscalco, to approve the minutes of August 28, 2018 minutes as written. Vote was unanimous in favor with Mr. Soby abstaining.

8. Public Remarks

There were no public remarks.

9. Executive Session – Director of Health Review

A motion was made by Ms. Bransfield to invite Mr. Mitchell and enter into Executive Session at 2:32pm, seconded by Mr. Soby. Vote was unanimous in favor. Executive Session closed at 3:03pm.

10. Adjournment

Following no further business to discussion motion was made by Mr. Tierney, seconded by Mr. Soby to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:04pm.