

BOARD MEMBERS
Andrew Tierney, Chairman
Vacant, Vice Chairman
Peter Hughes, Treasurer
Susan Bransfield
Rosemary Coyle
Emmett Lyman
Michael Maniscalco
Kate Morris
Stan Soby



DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health

March 28, 2017

1:00 PM

Colchester Town Hall, 127 Norwich Avenue, Colchester, CT.

Present: Andrew Tierney Emmett Lyman Michael Maniscalco
Peter Hughes Stan Soby Susan Bransfield (arrived at 1:13)

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting of the Board of Health to order at 1:05pm.

Motion was made by Mr. Hughes, seconded by Mr. Soby, to move agenda item 9 before item 2. Vote was unanimous in favor.

9. Approval of February 28, 2017 meeting minutes

Due to minutes not being distributed motion was made by Mr. Hughes, seconded by Mr. Soby, to table approval of February 28, 2017 minutes to the next meeting.

2. Public Remarks

There were no public remarks.

3. Communications

-Notice of Violation

Notice was issued to 121 Slocum Road Hebron for no running water.

4. Director of Health Report

-Radon Program Update

Mr. Mitchell stated that the program was very successful, all kits have been called for. Mr. Mitchell will be compiling the results and prepare a report. Of the 80 kits, 15-20 tested high.

-Budget Report

Mr. Mitchell stated that the budget is on track to what it has been expected to be.

Ms. Bransfield arrived at 1:13pm.

5. Part Time Food Inspector Job Description

Mr. Mitchell read the attached job description. Recommendation was made to include the wording "includes evenings and weekends". The job will be advertised on the CEHA website (for a fee of \$50 per month).

Motion was made by Mr. Hughes, seconded by Mr. Soby, to approve the Part Time Food Service Inspector as amended. Vote was unanimous in favor.

6. Sanitarian II Salary Discussion

Mr. Mitchell returned to the Board with documentation to justify an increase to the Sanitarian II positions. Mr. Mitchell presented min and max salaries from other area health districts as well as recent job advertisements. Mr. Mitchell stated that it has come to his attention that another health district was actively pursuing one of our Sanitarian II's, Danielle. Mr. Mitchell proposed offsetting the increases with the Director of Health and Chief Sanitarian forfeiting their annual increase and a cost savings for the Chief Sanitarian leaving our health insurance for coverage through his spouse. Members of the Board spoke in favor of the increase due to the information presented and expressed concern for the possibility of losing qualified, well trained employees. Consensus of the Board was to not make any adjustments to other salaries (Director of Health and Chief Sanitarian).

Motion was made by Mr. Hughes, seconded by Ms. Bransfield, to adjust the Sanitarian II salary to \$55,000, offset by the HSA savings, effective immediately. Vote was unanimous in favor.

7. Old Business

Mr. Mitchell passed on a "Thank You" from Bill Kramer to all the towns for their participation in the Ebola Drill. Ms. Bransfield requested information the towns could submit to receive credit for participating.

Legislation update: Regionalization/Redistricting has been pulled. Clean water funds have been fully funded.

8. New Business

-Facilities Discussion

Mr. Maniscalco updated the Board on the Town of East Hampton's plans for a new town hall/police department. Brief discussion was held regarding the interest of the inclusion of the District's main office in the new facility. Mr. Maniscalco stated that once an architect is hired, they will take into consideration the square footage needed and determine what rent would be.

Mr. Tierney stated that the Town of Hebron will be going self-insured July 1. He will have their consultant contact Mr. Mitchell to see what options the District may have of being added to the plan.

9. Approval of February 28, 2017 meeting minutes

Previously discussed.

10. Public Remarks

Mr. Mitchell stated that he will be meeting with Shirley Olsen, who has graciously developed an organizational chart for the District.

11. Adjournment

Following no further business to discuss motion was made by Mr. Hughes, seconded by Ms. Bransfield, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 1:44pm.

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Part Time Food Service Inspector

The Chatham Health District is seeking a part time Food Service Inspector to inspect Class III and IV food service establishments. Inspections can be done on a flexible schedule including evenings and weekends and may at times include temporary food service events.

The successful applicant will use their own vehicle and be compensated for mileage based on the federal rate for travel between inspections. The rate of pay for this position will be \$20/Hr. Interested candidates should send proof of State Certification in Food Service Inspections, a valid Connecticut driver's license, a letter of proposed availability and a resume to:

Ms. Tina Lanzi, Office manager
Chatham Health District
240 Middletown Avenue
East Hampton, Connecticut 06424
or
Tina.lanzi@chathamhealth.org

Any questions regarding this position should be addressed to Don Mitchell (Director of Health) at (860) 365-0884.