

# CHATHAM HEALTH DISTRICT

*Sewing the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland*

BOARD MEMBERS

Melissa Schlag, Chairman  
Peter Hughes, Vice Chairman  
Andrew Tierney, Treasurer  
Mark Walter  
Susan Bransfield  
Rosemary Coyle  
Michael Maniscalco  
Kate Morris  
Stan Soby

DISTRICT HEALTH DIRECTOR

Thad D. King, MPH RS

Board of Health

May 26, 2015  
1:00pm  
240 Middletown Avenue, East Hampton

Present:	Peter Hughes	Rosemary Coyle	Melissa Schlag
	Michael Maniscalco	Mark Walter	Andrew Tierney
	Kate Morris	Susan Bransfield	

Others: Thad King

1. Call to Order

Chairman Schlag called the meeting to order at 1:11pm.

2. Approval of Minutes – April 28, 2015

**Motion was made by Ms. Bransfield, seconded by Ms. Coyle, to approve the minutes of April 28, 2015 with a correction of the meeting date from March 31, 2015 to April 28, 2015. Vote was unanimous in favor.**

3. Public Remarks

There were no public remarks.

4. Communications

Mr. King presented the following communications:

- Notice of violation to 158 Lake Hayward Road Colchester for housing violations and potable water supply.
- Letter from DPH to Melissa Schlag.

5. Director of Health Report  
Interim Budget Report

Mr. King presented an interim budget report. Mr. King noted that we have received \$9100 for the Lead Grant; we are still waiting on approximately \$31,000 for the Public Health Emergency Response Grant. Based on current revenues and expenses we should end the fiscal year with a balance of \$8000. Brief discussion was held regarding projected and actual revenues per town and the possibility that the collection of fees may be missed in the land use offices.

Mr. King sent out a proposed bill regarding the approval of food preparation in private homes. Mr. King stated that DPH Epidemiology does keep track of all food bourn outbreaks and approximately 2/3 originates in private homes.

6. Executive Session – Personnel Matter

**Motion was made by Mr. Walter, seconded by Ms. Morris, to invite Mr. King and enter into Executive Session. Vote was unanimous in favor.** Executive Session commenced at 1:30pm.

Executive Session concluded at 2:06pm. **Motion was made by Mr. Hughes, seconded by Ms. Coyle, for Chairman Schlag to hire Nick Grello, labor attorney, to contact DPH requesting more specific delineation of their concerns. Vote was unanimous in favor.**

7. Committee Reports

Mr. Maniscalco is the new Chairman of the Personnel Policy and Budget Committee. A meeting was held on May 15<sup>th</sup>. The committee reviewed and made recommendations to Mr. King regarding the position description for a book keeper. Mr. King has requested a quote from Check Writers.

Mr. Walter noted that the March 31, 2015 Public Hearing/Special Meeting minutes were not voted on. **Motion was made by Mr. Hughes, seconded by Mr. Walter, to approve the Public Hearing minutes as written. Vote was unanimous in favor.**

8. FDA Food Code

Mr. King stated that the District is currently participating in a small grant under the FDA retail food regulation to meet standards under the FDA program. Mr. King would like to apply for a much larger grant under the retail food program. The grants are up to 5 years and a maximum of \$75,000 per year. These grants are designed to evaluate food protection programs and implement changes to meet FDA standards. Mr. King stated that at the semi-annual meeting of the CADH it was stated that there is an initiative for CT to adopt the FDA Food Code. CT is only one of two states that do not currently work under the FDA Food Code.

9. Old Business

Mr. King stated that regarding the DPH food complaint and request for missing inspection, a full inventory of all inspections submitted had been conducted and he will be forwarding missing documentation by the end of this week. Approximately 80% of the 2014 inspections were completed.

Mr. King stated that the new website is almost ready to go live. There is a meeting tomorrow with Town Tech to discuss final preparation.

Mr. King stated that a memo would be going out to land use office and the Board regarding staff office coverage. The month of June will be a little short staffed due to employees taking “use it or lose it” time off before the end of the fiscal year.

10. New Business

There was no new business to discuss.

11. Adjournment

**Following no further business to discuss, motion was made by Ms. Coyle, seconded by Chairman Schlag, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:34 p.m.**