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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/Special Meeting

January 31, 2017

1:00 PM

Portland Public Library, 20 Freestone Avenue, Portland, CT.

Present: Andrew Tierney Emmett Lyman Michael Maniscalco
Peter Hughes Susan Bransfield Stan Soby (arrived at 2:33pm)

Others: Don Mitchell

1. Call to order

Chairman Tierney called this Special Meeting to order at 1:10pm.

2. Public Remarks

There were not public remarks at this time.

Chairman Tierney recessed the Special Meeting at 1:11pm. Meeting reconvened at 1:50pm.

3. Communications

- Letter from radon program

Mr. Mitchell noted the receipt of a letter from Lynn Hudak from DPH Radon thanking him for his presentation at the recent Public Health Radon Partners' Meeting.

- Letters to sanitarians

Letters will be sent out to Danielle Holmes and Jaime Ellis congratulating them on their recent achievements.

- Orders issued

The following notices of violation have been sent out:

-letter regarding refuse at 38 Barton Hill Road East Hampton, this property is in foreclosure.

-Notice of Violation to 119 Gilead Street Hebron, refuse.

-Notice of Violation to 8 Forest Street East Hampton, refuse.

-Notice of Violation to 1113 Portland Cobalt Road Portland, refuse.

Mr. Mitchell also noted the receipt of reappointment for Mr. Maniscalco to the Board of Health.

4. Director of Health Report

Mr. Mitchell stated that a new vehicle will soon be purchased.

- Radon Program

Mr. Mitchell stated that radon kit requests have increased, predominantly in East Hampton and Colchester. Mr. Mitchell stated that 5 of the first 17 results have come back high.

- Audit

Mr. Mitchell stated that he spoke with George Sinnamon and the audit is complete and a pdf was sent. Hard copies will be available for next meeting.

- FDA Grant

Mr. Mitchell stated that the FDA Grant has been received..

5. 2017-2018 Budget Adoption

Mr. Maniscalco presented "Proposed Amendment to the 2017-2018 Chatham Health Budget (Attachment 1). Mr. Maniscalco stated that a 4.6% Chatham Health District budget increase would be challenging for the Town of East Hampton. Mr. Maniscalco stated that staff has done a great job. However, in light of the challenging fiscal scenarios municipalities are being faced with that the proposed salary increase not be implemented as presented in Version 2 of the proposed budget. Mr. Maniscalco's proposed amended budget would call for 2% salary increase across the Board. Mr. Maniscalco stated that the changes in his amended budget would bring the overall increase down to 3.88%.

Motion was made by Mr. Maniscalco, seconded by Ms. Bransfield, to accept the amended budget.

Mr. Mitchell challenged the flat increase of the salaries for the Sanitarian II's and the new proposed position of Office Manager/Bookkeeper.

Discussions were held regarding comparing municipality collective bargaining and salary increases, position reclassifications/promotions due to new certifications and increased responsibilities, and concerns for potential per capita cuts. Discussion was also held regarding the proposed Version 1 budget prepared by Mr. Mitchell and the reduced proposed Version 2 budget prepared following a meeting between Chairman Tierney, Mr. Hughes, and Mr. Mitchell.

Following discussion, vote failed 1-4, with Mr. Lyman, Ms. Bransfield, Mr. Tierney, and Mr. Hughes opposed.

Motion was made by Mr. Hughes, seconded by Mr. Tierney, to adopt the 2017-2018 Budget as presented (with calculation corrections as noted during the public hearing)(Attachment 2). Vote passed 4-1, with Mr. Maniscalco opposed.

6. Chatham Health Fee Schedule Adoption

Mr. Hughes expressed concern that even with the change in fees for temporary events he feels the fee is still too low based on the amount of staff time associated with some of the larger events.

Motion was made by Mr. Hughes, seconded by Mr. Soby, to adopt the Fee Schedule as presented (Attachment 3). Vote was unanimous in favor.

7. Advertising for Administrative Assistant Office Staff Position

Mr. Mitchell stated that we were holding off on advertising until we had an approved budget.

8. Old Business

For the February meeting Mr. Mitchell will update fee collection to date and supply justification for interim salary adjustments as requested at the last meeting.

9. New Business

There was no new business to discuss.

10. Approval of November 29, 2016 meeting (tabled from last meeting) and January 5, 2017 meeting minutes

Motion was made by Mr. Hughes, seconded by Mr. Soby, to approve the minutes of the November 29, 2016 and January 5, 2017 as presented. Vote was unanimous in favor.

11. Public Remarks

Shirley Olsen, Portland resident, questioned the reasoning for adopting a budget in January that does not go into effect until July 1. Chatham Health District By-Laws require that per capita costs associated with the budget need to be sent to member towns by March 1st.

12. Adjournment

Following no further business to discuss motion was made by Mr. Maniscalco, seconded by Ms. Bransfield to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:43pm.