

BOARD MEMBERS
Andrew Tierney, Chairman
Mark Walter, Vice Chairman
Peter Hughes, Treasurer
Susan Bransfield
Rosemary Coyle
Michael Maniscalco
Lizz Milardo
Kate Morris
Stan Soby



ACTING DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health

April 26, 2016
1:00 PM
East Hampton Town Hall, 20 East High Street

Present: Mark Walter Michael Maniscalco Stan Soby
Peter Hughes Kate Morris Susan Bransfield

Others: Don Mitchell

1. Call to Order

Vice Chairman Walter called this regular meeting of the Board of Health to order at 1:06pm.

Mr. Mitchell stated that the Board needed to appoint an auditor and report to OPM by June 1st.
Motion was made by Mr. Hughes, seconded by Mr. Soby, to add item 8c "Appointment of Auditor" to the agenda. Vote was unanimous in favor.

Motion was made by Mr. Hughes, seconded by Mr. Soby, to move agenda item 6 to item 2. Vote was unanimous in favor.

2. Director of Health Position

a) Motion to Award Position of Director of Health

Motion was made by Ms. Bransfield, seconded by Mr. Soby, to award the position of Director of Health to Don Mitchell. Discussion was held regarding the interview process and the terms of the offer. Mr. Walter stated that the members of the Board that were present during the interview unanimously agreed that Mr. Mitchell was the best candidate. **Motion was amended by Ms. Bransfield, seconded by Mr. Soby, to negotiate the conditions and contract for the position of Director of Health with Don Mitchell.** Mr. Hughes reminded the Board of the requirement by DPH to have a person appointed to the position by May 1st. **Motion was amended by Ms. Bransfield, seconded by Mr. Soby, to appoint Don Mitchell as the Director of Health for the Chatham Health subject the negotiation and execution of an employment contract.** Mr. Hughes stated that allow he was not at the interview, he did have extensive discussion with Mr. Tierney regarding the interviews and he was not voting without knowledge. **Vote was unanimous in favor.** Mr. Hughes stated that he would notify DPH that the decision was made. Due to Mr. Tierney being away, an official letter and signed contract will be sent to the state early next week.

b) Discuss Goals

Discussion of goals will be ongoing.

3. Public Remarks

There were no public remarks.

4. Communications

a) Letter to Yale School of Public Health

Mr. Mitchell notified the Board that he did send a letter of acceptance to Yale regarding the project on water contamination. Mr. Mitchell did contact Jim Monopoly, Director of Health for CT River Area Health District, to notify him of the project due to Haddam being an area of interested.

5. Director of Health Report

a) Transition Meeting with Town of East Hampton Finance Director

Mr. Mitchell stated that he and Tina Lanzi met with Jeff Jylkka and Valerie Hyde regarding the transition of financial service from the Town of East Hampton to the District.

b) Meeting with East Haddam Lakes Association

Mr. Mitchell met with members (Randy Miller and Felicia Tenza) of the East Haddam Lakes Association and will be attending the next association meeting, May 25th, to discuss the transition that the District is going through, the permit to discharge program, and the importance of pump outs.

Mr. Maniscalco questioned the plan for testing for Lake Pocotopaug algae bloom. Mr. Mitchell stated that the District will be doing the weekly visual inspection while conducting the bacterial testing but expect that the blooms will begin early August. The State lab does not have the capabilities to test for algae therefore a private lab is used. Brief discussion was held regarding the financial responsibility of that testing and testing of bathing water for non-public beaches such as Brownstone Quarry and YMCA. Mr. Mitchell will request clarification for the testing of these bathing areas with the lab. Bathing water sampling will begin just prior to Memorial Day weekend.

6. Committee Reports

There were no committee meetings held. Discussion was held regarding the need to hold committee meetings. A reminder of committee members:

Environmental: Mr. Soby, Mr. Walter, Ms. Bransfield (Staff rep: Steve Knauf)

Community Health: Ms. Morris, Ms. Bransfield, Ms. Coyle (Staff rep: Vickie Han)

Personnel: Mr. Tierney, Mr. Maniscalco, Mr. Hughes (Staff rep: Don Mitchell)

7. Land Use Offices and Satellite Office Support Staff

Mr. Mitchell provided a copy of a description for Satellite Office Secretary. This description was put together at the formation of the District. Mr. Mitchell stated that he had been asked to a meeting in Colchester with the First Selectman, as well as the Planner and Building Official, to discuss their dissatisfaction with District services. Concerns were expressed regarding delay in application reviews, the lack of District presence, and the use of their secretarial staff for District services. Mr. Mitchell stated a meeting will be scheduled with the Colchester Land Use office and District staff (Mr. Mitchell, Mr. Knauf, Mr. Karrenberg and Ms. Ellis) to discuss a more collaborative working relationship.

Ms. Bransfield departed at 1:45.

8. Old Business

a) Short Term Disability

To be discussed within the Personnel, Policy, and Budget Committee.

b) Fee Schedule

To be discussed within the Community Health Committee.

c) Appointment of Auditor

Motion was made by Mr. Hughes, seconded by Mr. Soby, to appoint Sinnamon & Associates, LLC as the auditor for fiscal year 2015-2016. Motion was unanimous in favor.

9. New Business

a) Bookkeeper

Discussion was held regarding hiring of Teresa Shulman as the District Bookkeeper. Ms. Shulman has been managing the District records since formation. Discussion was held regarding the timeliness for transitioning from the Town of East Hampton. Members of the Board felt that although Ms. Shulman would be the best candidate, the position will need to be advertised. Mr. Mitchell will contact Ms. Shulman regarding an interim appointment and what her earliest start date could be. Mr. Hughes stated that the interim appointment can be made at the May meeting but whether this would be a consultant or a part-time position it should still be advertised.

Recommendation was made that a recurring agenda item of Budget Report be made under the Director of Health Report.

10. Approval of Minutes – March 29, 2016 Meeting

Motion was made by Mr. Soby, seconded by Mr. Hughes, to approve the minutes of March 29, 2016 as written. Vote was unanimous in favor, with Ms. Morris abstaining.

11. Public Remarks

There were no public remarks.

12. Adjournment

Following no further business to discuss motion was made by Mr. Hughes, seconded by Mr. Soby, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:00.