

# CHATHAM HEALTH DISTRICT

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

BOARD MEMBERS

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

DISTRICT HEALTH DIRECTOR

Thad D. King, MPH RS

Board of Health

March 31, 2015 Meeting  
1:00pm  
240 Middletown Avenue, East Hampton

Present: Peter Hughes                      Rosemary Coyle                      Melissa Schlag  
                 Michael Maniscalco                      Mark Walter                      Stan Soby  
                 Andrew Tierney                      Kate Morris  
                 Susan Bransfield arrived 2:20pm

Others: Thad King

1. Call to Order

Chairman Schlag called the meeting to order at 1:06pm.

*Meeting was recessed to hold public hearing at 1:06pm.*

*Meeting was reconvened at 1:38pm.*

2. Approval of Minutes – March 31, 2015

Motion was made by Mr. Walter, seconded by Ms. Morris, to approve the minutes of March 31, 2015 as written. Vote was unanimous in favor.

3. Public Remarks

There were no public remarks.

4. Communications

Mr. King stated the only new communications since last meeting was a letter of support for the Town of Hebron for a small cities project.

5. Director of Health Report

Land Use Office Coverage

Mr. King sent out two reports regarding office coverage. A schedule has been prepared and will be posted on our website so that residents will know when someone has scheduled office

hours. Concern was expressed for providing office coverage just to have someone in the office especially when field work is beginning to increase.

#### Interim Budget Report

Mr. King presented the interim budget report. Discussion was held regarding District funds. Mr. King explained that the funds were a little low prior to the receipt of the last quarter per capita payments. Mr. King also noted that there is still approximately \$50,000 in grant funding expected. Discussion was held regarding billing the town per capita annually at the beginning of the fiscal year.

Mr. King presented the Board with a draft Bathing Water and Blue-Green Algae Monitoring and Notification Policy. Mr. King recommended that the policy be taken up with the Environmental Committee for review, discussion, and recommendation.

#### 6. Committee Reports

In regard to financial transitioning, Mr. King has met with Mr. Jyllkka regarding a timeline, Ms. Schulman regarding services and hours currently being done by Town of East Hampton, and ADP for a quote for payroll services. Mr. King suggested that the Personnel, Budget and Policy committee plan a meeting to discuss.

#### 7. Food Service Regulation Discussion

**Motion was made by Mr. Maniscalco, seconded by Ms. Schlag, to add civic organizations under the definition of non-profit organizations.** Discussion was held regarding other organizations that do not fall under civic organizations such as 501c4. **Motion was amended by Mr. Maniscalco, seconded by Mr. Walter, to make the following changes to paragraph 11. Non-Profit Organizations means; add “such as” to 1) .....United States Internal Revenue Code, such as Sections 501(c)(3) and (4)...., add 7) civic organizations at the discretion of the Board of Health.** Additional discussion was held regarding the operations of farmers market. Vendors will apply for a temporary license for \$75 that can be reissued every 14 days throughout the run of the market, as long as their menu has not changed. Licensed vendors can participate in any certified market throughout the District with that license. Market Masters are required to keep inventory of all market participants. **Vote was unanimous in favor.**

Mr. Mitchell noted the following housekeeping changes to the regulation; relettering Section III. Licensing, REVOCATION OF LICENSE should be “F” and REAPPLICATION FOR LICENSURE should be “G”, add to Section IV. Qualified Food Operator (QFO) Required paragraph “Except for sole proprietors, at least one designated alternate must be named.....”, add to Section V. Inspections of food establishments paragraph C. 1. “Farmers markets are temporary food service events. Certified Farmers Markets require....”

*Ms. Bransfield arrived 2:20pm.*

Discussion was held regarding the requirement to observe expiration dates on QFO certificates as issued by CT DPH approved licensing agencies. Mr. King and Mr. Mitchell discussed that although CT Public Health Code does not observe the expiration date, the District has the ability to be more stringent with the requirement and feel that it is important for food operators to be retrained.

Discussion was held regarding temporary events being conducted at a licensed facility. A temporary event license is required by the organization utilizing the licensed facility.

**Motion was made by Mr. Walter, seconded by Mr. Soby, to adopt the Food Service Licensing and Inspection Regulation with the discussed changes effective July 1, 2015. Vote was unanimous in favor. The regulation should be posted on the District website.**

Dr. Kenti-Bibi noted that a men's health event was held at Holy Trinity Church. 80 homeless men were seen and a little more than 20 vaccinations were provided. Dr. Kenti-Bibi also noted that on May 14 Matt Carter, CT DPH Epidemiology, will be holding a symposium from 8am-12pm regarding emerging infectious diseases. Dr. Kenti-Bibi stated that there is a new requirement for anyone 65 and old to receive the pneumonia vaccine.

8. Old Business

Mr. Mitchell stated that two training sessions have been held with septic installers. Due to the lack of notification (monthly publishing of the Haddam Bulletin and the removal of the Haddam session from the Rivereast because it is outside their publishing area) there were no attendees in Haddam and two individuals in East Hampton. An additional training is scheduled for Marlborough on Thursday. Individual training is also being conducted.

9. New Business

No new business to discuss.

10. Adjournment

**Following no further business to discuss, motion was made by Chairman Schlag, seconded by Mr. Maniscalco, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:39 p.m.**