

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, MPT, RS

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

Board of Health
Special Meeting – Public Hearing
February 27, 2018, 1:00 PM
Portland Public Library, 20 Freestone Avenue, Portland, CT.

Present: Andrew Tierney Emmett Lyman Peter Hughes
 Michael Maniscalco Stan Soby Kate Morris
 Susan Bransfield

Others: Don Mitchell

1. Call to order

Chairman Tierney called this scheduled public hearing to order at 1:00 pm.

A motion was made by Ms. Bransfield, seconded by Mr. Soby, to recess meeting to allow time for more of the public to attend. Vote was unanimous in favor. (Recessed at 1:05pm)

(Meeting reconvened at 1:19pm)

2. Public Hearing

Mr. Mitchell reported on the proposed amended budget (attachment 1). There were a couple of monthly expenses (cleaning and storage unit) that were not included in the proposed budget presented last month.

Discussion ensued.

Don Mitchell stated that there may be adjustments to some of the fees; the addition of the salon ordinance, eliminating the permit to discharge fee, food licenses due to FDA code, and changes to the requirements for water softener discharge. The salon ordinance should be presented to the Board around the end of March.

There were no members of the public present and no communication submitted.

3. Adjournment

Motion was made by Mr. Hughes, seconded by Ms. Bransfield, to close the public hearing. Vote was unanimous in favor.

presented
8/19/18

Chatham Health District
Proposed Budget 2018/2019
SUMMARY
DRAFT

8/1/18 approved

Code	Sub-category	Rate	OLD		NEW		Revised Format As Approved 2017-2018	Year to Date Actual 2017-2018	Revised Format As Proposed 2018-2019	Total Change in dollars	Budgeted Change Percentage
			Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Year to Date Actual 2017-2018					
Total Revenue			\$ 948,320.34	\$ 1,023,468.34	\$ 1,023,468.34	\$ 789,020.07		\$ 1,053,184.62	\$ 29,716.28	2.90%	
<u>Grants Summary Memo Only</u>											
Total Expense			\$ 985,354.00	\$ 1,023,468.00	\$ 1,023,468.00	\$ 569,388.97		\$ 1,052,880.00	\$ 29,412.00	2.87%	
Grant Offsets Netted under old Format			\$ (37,034.00)								
			\$ 948,320.00								
net Surplus/ (Deficit)			\$ 0.34	\$ 0.34	\$ 0.34	\$ 219,631.10		\$ 304.62	\$ 304.28		

Attachment 1
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Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES
DRAFT

Expense	Code	Sub-category	FTE	NEW		NEW		Year to Date	FTE	NEW		Budgeted	Change Percentage
				Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018			Proposed 2018-2019	Total Change in dollars		
Salaries	5500	Director of Health	1.0	\$105,756.00	\$105,756.00	\$56,895.97	\$56,895.97		1.0	\$107,871.00	\$2,115.00	2.00%	
	5505	Chief Sanitarian	1.0	\$82,260.00	\$82,260.00	\$44,255.32	\$44,255.32		1.0	\$83,905.00	\$1,645.00	2.00%	
	5515	Sanitarian III	0.7	\$45,859.00	\$45,859.00	\$24,671.82	\$24,671.82		0.9	\$63,042.00	\$19,183.00	41.83%	
	5520	Sanitarian II	1.0	\$62,380.00	\$62,380.00	\$33,560.44	\$33,560.44		1.0	\$63,628.00	\$1,248.00	2.00%	
	5520	Sanitarian II	1.0	\$53,659.00	\$53,659.00	\$29,590.00	\$29,590.00		1.0	\$56,100.00	\$2,441.00	4.55%	
	5520	Sanitarian II	1.0	\$48,293.00	\$48,293.00	\$24,351.73	\$24,351.73		1.0	\$56,100.00	\$7,807.00	16.17%	
	5540	Public Health Nurse	1.0	\$63,802.00	\$63,802.00	\$34,324.96	\$34,324.96		1.0	\$65,078.00	\$1,276.00	2.00%	
	5545	Health Educator	0.5	\$30,316.00	\$30,316.00	\$16,499.39	\$16,499.39		0.5	\$30,922.00	\$606.00	2.00%	
	5560	Office MGR./Bookkeeper	1.0	\$58,000.00	\$58,000.00	\$31,105.18	\$31,105.18		1.0	\$59,160.00	\$1,160.00	2.00%	
	5565	Administrative Assistant	1.0	\$42,000.00	\$42,000.00	\$19,598.53	\$19,598.53		1.0	\$42,840.00	\$840.00	2.00%	
	5566	EP Grant Coordinator		\$0.00	\$19,208.00	\$20,319.00	\$20,319.00			\$0.00	-\$19,208.00	-100.00%	
	5570	Contract Food Service		\$15,000.00	\$15,000.00	\$3,706.25	\$3,706.25			\$10,000.00	-\$5,000.00	-33.33%	
	5575	Overtime		\$0.00	\$0.00	\$3,231.02	\$3,231.02			\$0.00	\$0.00		
					\$592,325.00	\$611,533.00	\$395,172.34	\$395,172.34			\$630,646.00	\$19,113.00	3.13%
				\$607,325.00	\$626,533.00	\$342,109.61	\$342,109.61			\$640,646.00	\$14,113.00	2.25%	
Fringe	5600	Health Ins. & Dental		\$83,715.00	\$83,715.00	\$34,368.38	\$34,368.38			\$71,285.00	-\$12,430.00	-14.85%	
	5610	HSA Contribution-Buyout		\$15,600.00	\$15,600.00	\$17,300.00	\$17,300.00			\$24,000.00	\$8,400.00	53.85%	
	5615	Pension		\$56,617.00	\$56,617.00	\$29,421.79	\$29,421.79			\$68,678.00	\$12,061.00	21.30%	
	5620	Workers Compensation		\$13,205.00	\$13,205.00	\$10,241.50	\$10,241.50			\$14,706.00	\$1,501.00	11.37%	
	5625	Life Insurance		\$1,320.00	\$1,320.00	\$1,010.02	\$1,010.02			\$1,320.00	\$0.00	0.00%	
	5630	Social Security - 6.2%		\$36,724.00	\$36,724.00	\$20,981.00	\$20,981.00			\$38,968.00	\$105.00	0.27%	
	5631	Medicare - 1.45%		\$8,589.00	\$8,589.00	\$4,906.85	\$4,906.85			\$9,113.00	\$524.00	6.10%	
					\$215,770.00	\$217,909.00	\$118,229.54	\$118,229.54			\$228,070.00	\$10,161.00	4.66%
					\$808,095.00	\$829,442.00	\$453,401.88	\$453,401.88			\$858,716.00	\$29,274.00	3.53%
					\$823,095.00	\$844,442.00	\$460,339.15	\$460,339.15			\$868,716.00	\$24,274.00	2.87%
Operations	6000	Motor Fuel		\$2,250.00	\$2,250.00	\$748.89	\$748.89			\$2,250.00	\$0.00	0.00%	
	6005	Vehicle Maintenance		\$3,000.00	\$3,000.00	\$2,818.19	\$2,818.19			\$3,500.00	\$500.00	16.67%	
	6015	Staff Mileage Reimburse.		\$1,500.00	\$2,573.00	\$1,425.90	\$1,425.90			\$2,000.00	-\$573.00	-22.27%	
	6020	Vehicle purchase		\$14,000.00	\$14,000.00	\$0.00	\$0.00			\$7,500.00	-\$6,500.00	-46.43%	
	6025	Books and periodicals		\$150.00	\$150.00	\$0.00	\$0.00			\$0.00	-\$150.00	-100.00%	
	6030	Postage		\$4,320.00	\$4,320.00	\$329.38	\$329.38			\$2,000.00	-\$2,320.00	-53.70%	
	6031	Cell phone -telephone internet		\$7,071.00	\$11,871.00	\$5,180.31	\$5,180.31			\$8,512.00	-\$3,359.00	-28.30%	
	6035	Meetings and conferences		\$1,000.00	\$1,000.00	\$953.00	\$953.00			\$1,500.00	\$500.00	50.00%	
	6040	Newspaper advertising		\$5,000.00	\$1,460.00	\$735.00	\$735.00			\$5,000.00	-\$960.00	-65.75%	
	6045	Printing and binding		\$1,000.00	\$1,000.00	\$474.35	\$474.35			\$750.00	-\$250.00	-25.00%	
	6050	Consultants computer		\$5,000.00	\$5,500.00	\$2,199.00	\$2,199.00			\$6,100.00	\$600.00	10.91%	
	6055	Dues and fees		\$3,000.00	\$3,000.00	\$4,067.60	\$4,067.60			\$4,000.00	\$1,000.00	33.33%	
	6060	Howard Dean Tuition reim.		\$7,500.00	\$7,500.00	\$6,099.00	\$6,099.00			\$7,500.00	\$0.00	0.00%	
	6065	Equipment/other supplies		\$1,000.00	\$1,000.00	\$0.00	\$0.00			\$1,000.00	\$0.00	0.00%	

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Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES

Code	Sub-category	FTE	OLD		NEW DRAFT		Year to Date Actual 2017-2018	FTE	NEW		Budgeted Change Percentage
			Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Proposed 2018-2019	Total Change in dollars					
6070	Computer equipment		\$1,500.00	\$1,500.00	\$0.00	\$0.00		\$1,500.00	\$0.00	0.00%	
6075	Liability insurance		\$17,308.00	\$17,308.00	\$16,869.00	\$16,869.00		\$19,039.00	\$1,731.00	10.00%	
6090	Refunds		\$500.00	\$500.00	\$75.00	\$75.00		\$500.00	\$0.00	0.00%	
6100	Utilities - sewer		\$400.00	\$400.00	\$0.00	\$0.00		\$400.00	\$0.00	0.00%	
6095	Rent / storage		\$36,639.00	\$36,639.00	\$18,791.00	\$18,791.00		\$37,336.00	\$697.00	1.90%	
6105	Electricity		\$2,400.00	\$2,400.00	\$1,030.00	\$1,030.00		\$2,400.00	\$0.00	0.00%	
6110	Furniture and fixtures		\$450.00	\$450.00	\$0.00	\$0.00		\$400.00	-\$50.00	-11.11%	
6125	Sick and vacation		\$2,000.00	\$2,000.00	\$0.00	\$0.00		\$2,000.00	\$0.00	0.00%	
6126	Contingency		\$2,000.00	\$2,000.00	\$0.00	\$0.00		\$2,000.00	\$0.00	0.00%	
Supplies, materials and equipment											
6117	Field equipment		\$1,000.00	\$1,000.00	\$606.00	\$606.00		\$500.00	-\$500.00	-50.00%	
6118	Office supplies		\$1,000.00	\$4,434.00	\$1,552.00	\$1,552.00		\$2,000.00	-\$2,434.00	-54.89%	
6119	Medical supplies		\$1,000.00	\$1,000.00	\$12,458.00	\$12,458.00		\$12,500.00	\$11,500.00	1150.00%	
Other Purchased services											
6082	HAN- everbridge		\$12,026.00	\$12,026.00	\$7,088.00	\$7,088.00		\$7,088.00	-\$4,938.00	-41.06%	
	Ut. Maintenance		\$0.00	\$0.00	\$1,456.00	\$1,456.00		\$2,496.00	\$2,496.00	100%	
Prof./Technical Services											
6088	Clinic Nursing		\$0.00	\$0.00	\$1,198.00	\$1,198.00		\$1,198.00	\$1,198.00	100.00%	
6085	Audit		\$4,500.00	\$4,500.00	\$0.00	\$0.00		\$5,000.00	\$500.00	11.11%	
6086	Legal		\$5,500.00	\$5,500.00	\$0.00	\$0.00		\$5,000.00	-\$500.00	-9.09%	
6067	Medical Advisor		\$9,000.00	\$9,000.00	\$0.00	\$0.00		\$9,000.00	\$0.00	0.00%	
	Preparedness Consultant		\$0.00	\$6,000.00	\$28,410.00	\$28,410.00		\$36,000.00	\$30,000.00	500.00%	
6600	Payroll Contracted		\$2,695.00	\$2,695.00	\$1,423.47	\$1,423.47		\$2,695.00	\$0.00	0.00%	
Total Operations			\$149,209.00	\$165,976.00	\$115,987.09	\$115,987.09		\$194,164.00	\$28,188.00	16.98%	
Reserves											
	Capital Reserve		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00	\$0.00	0.00%	
	Emp. Retirement Fund (Sick & Vac.)		\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00		\$6,600.00	\$0.00	0.00%	
	Undesig. Fund Balance		\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00		\$0.00	-\$1,450.00	-100.00%	
Total Reserves			\$13,050.00	\$13,050.00	\$13,050.00	\$13,050.00		\$11,600.00	-\$1,450.00	-11.11%	
Total Expense			\$985,354.00	\$1,023,468.00	\$569,388.97	\$569,388.97		\$1,052,880.00	\$29,412.00	2.87%	
Grant Offsets Netted under old Format (Grants \$75,148 less offset \$37,034)			\$38,114.00								
			\$1,023,468.00								

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