CHATHAM HEALTH DISTRICT

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

BOARD MEMBERS

Peter Hughes, *Chairman*
Mark Walter, *Vice Chairman*
Candace Casale, *Treasurer*
Susan Bransfield
Kate Morris
Gregg Schuster
Blyse Soby
Dick Edmonds
Andrew Tierney

DISTRICT HEALTH DIRECTOR

Thad D. King, *MPH, RS*

January 31, 2012
9:00 AM
Chatham Health District Conference Room (240 Middletown Avenue, East Hampton)

Present:	Peter Hughes	Mark Walter	Candace Casale
	Gregg Schuster	Blyse Soby	Dick Edmonds
	Andrew Tierney	Susan Bransfield	

Absent: Kate Morris

Other: Thad King

1. Call to Order

Chairman Hughes called the meeting to order at 9:05.

2. Approval of Minutes
   -December 13, 2011

Motion was made by Mr. Schuster, seconded by Ms. Soby, to approval of the minutes of December 13, 2011. Vote was unanimous in favor, with Mr. Tierney abstaining.

3. Public Remarks

There were no members of the public present.

4. Communications

Mr. King recommended that there be and item added to the agenda for the election of officers.
Mr. King also presented the following as communications:
-Letter of January 24, 2012 from Andrew Tierney noting his appointment of the Board of Selectman to the Chatham Health District.
-Newspaper articles regarding; volunteering with the District in public health emergencies, a few different articles regarding Radon awareness and presentation by Nancy McAuliffe on Radon awareness and an article regarding grinder pumps in an East Hampton neighborhood.
-Letter to Mr. Harvey Thomas, East Haddam Lakes Association, responding to his letter and meeting on Wednesday February 7.
-Notices of violations:
-280 Dr. Foote Road, Colchester for garbage
-2 Bevin Boulavard, East Hampton for lead abatement/management
-82 Main Street, East Hampton for housing issues

Mr. King also discussed the status of 119 Sillimanville Road, East Haddam. Mr. King recently attended an appeal hearing at DPH. The appellant sent a letter to the hearing officer following the hearing in which she made an accusation against the District of trespassing and possible destruction of property. The Board requested information be forwarded to Atty Holtman and CIRMA and also for Mr. King to have no further discussions with the appellant.

5. Emergency Response Planning Update
   ICS Status of Board members

Mr. King distributed to the Board requests for ICS status to be completed and returned to Mr. Kramer. Mr. Kramer noted that there are upcoming classes available for ICS 300 and 400. Schedules were sent out to the Emergency Management Directors.

Mr. Schuster noted that following discussion from last meeting, a meeting was held with some of the District and surrounding towns soliciting interest in planning a regional emergency shelter. The idea was well received and planning will continue.

Mr. Kramer stated that there have been four new MRC volunteers since the press releases have been out. Ms. Casale expressed concern that the information is not publicized in the Haddam Bulletin. A request was made to send all information regarding recruitment and training be sent to CEO's as well as Emergency Management Directors.

6. Director of Health Report
   Audit Report Recommendation Response

Mr. King noted that he met with Mr. Jylkka and Ms. Shulman regarding comments in the audit report to develop processes to address concerns. These processes were reveiwed by the auditors and had been implemented at the beginning of the fiscal year, after approval by the Board. Mr. Schuster commented that another way to reduce risk would be for deposits to be made directly by each town, eliminating the delivery from the sanitarian to the East Hampton Finance Department.

Mr. King stated that one of the audit recommendations for unique permit numbering is currently difficult to do with the applications being accepted in each town. The Garrison system could address this concern when it is fully up and running.

Discussion was held regarding the back log of the issuances of Permit to Discharge Renewals. A suggestion was made to develop standard operating procedures.

The meeting was recessed at 10:05am to hold the Public Hearing. The Regular meeting reconvened at 10:32am.

7. 2012-2013 Budget Discussion

Motion was made by Mr. Schuster, seconded by Ms. Casale, to approve the 2012-2013 budget and fee schedule, noting the move of automobile purchase from the operating expense to Capital and the addition of the new fees. Vote was unanimous in favor.

Chairman Hughes requested moving to New Business, Election of Officer prior to Ms. Bransfield's departure. Motion was made by Mr. Walter, seconded by Ms. Casale to move to New Business, Election of Officers. Vote was unanimous in favor.

11. New Business
    Election of Officers

Motion was made by Mr. Walter, seconded by Mr. Edmonds, for Chairman Hughes to remain as Chairman for the next year. Vote was unimous in favor.

Motion was made by Chairman Hughes, seconded by Ms. Bransfield, for Mr. Walter to remain as Vice Chairman for the next year. Vote was unanimous in favor.

Motion was made by Ms. Bransfield, seconded by Chairman Hughes, for Ms. Casale to remain as Treasurer for the next year. Vote was unanimous in favor.

Ms. Bransfield departed the meeting at 10:35am.

Chairman Hughes stated that Mr. Tierney would fill the vacant spot on the Personnel Policy and Budget Committee.

8. CTG Grant and Budget Discussion

Mr. King presented the Board with a budget for the Community Transformation Grant (CTG). The CTG is a county level project, in which Chatham has been designated as the lead department for Middlesex County. The CTG new CDC initiative to address chronic diseases related specifically to obesity and physical activity within the county. Funding will support Chatham Health District, Connectict River Health District, Middletown Health Department and Essex Health Department. The other health departments will be subcontractors to Chatham. The first and second year funding will be $83,900. The towns within the District that are outside of Middlesex County will be funded in some way by their counties (Tolland and New London). Marlborough is the only town not covered through one of the awarded counties. However, Mr. King will incorporate Marlborough in the studies.

9. Health Equity Index Evaluation Study

Mr. King stated that CADH has developed a tool that looks at health outcomes and socio ecomocic factors. Mr. King stated that he has built in funding for the use of this tool within the CTG. Mr. King stated that it will be very useful when conducting a community health assessment. Mr. King also believes that it can be very valuable for the Board in strategic planning.

10. Old Business

Mr. Schuster inquired as to the status of the Eastern Highlands contract for sanitarian services. Mr. King stated that he did send a copy of the contract to the insurance carrier and they acknowledged that our employee would be covered. Mr. Schusted continued to express concern with the contract. Discussion was held regading other departments providing coverage across towns, past contractual agreements and keeping good working relations with other health districts/departments. Mr. Hughes suggested continuing the discussion at a future meeting when there was full Board membership.

11. New Business

Mr. Tierney discussed the regulation requiements for businesses on sewer to install grease traps. Mr. Tierney's concern is that the WPCA's have the authority to implement an ordinance regarding grease traps and is under the assumption that the ordinance being drafted will not allow waivers. Mr.Tierney stated that if written in this manner it could be very detrimental to some of the businesses within the towns. Brief discussion was held with consensus that once the ordinance is drafted the Board will provide commentary for WPCA's public hearing.

12. Adjournment

Following no further business, motion was made by Mr. Tierney seconded by Ms. Soby, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 11:10am.