

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Coventry Town Hall Annex
Thursday, December 13, 2018

Members present: R. DeVito (Ashford), J. Elsesser (Coventry), J. Higgins (Andover), E. Paterson (Mansfield), J. Stille (Bolton), D. Walsh (Coventry), M. Walters (Columbia), S. Werbner via phone (Tolland)

Staff present: R. Miller, M. Brosseau, C. Trahan, C. Gamache, K. Dardick (5:06 pm)

Call to Order: E. Paterson called the meeting to order at 4:32 pm.

Election of Board Officers (Chair, Vice Chair, Assistant Treasurer)

E. Paterson called for nominations.

J. Elsesser made a MOTION, seconded by J. Stille to nominate and elect E. Paterson as Chair and J. Stille as Assistant Treasurer. MOTION PASSED unanimously.

J. Stille made a MOTION, seconded by J. Elsesser to nominate and elect J. Elsesser as Vice Chair. MOTION PASSED unanimously.

Approval of minutes of October 18, 2018

J. Stille made a MOTION, seconded by J. Elsesser to approve the minutes of the October 18, 2018 meeting as presented. MOTION PASSED unanimously.

Proposed Fiscal Year 2019/2020 Operating Budget, CNR Budget, and fee schedule – set public hearing date

R. Miller gave an overview of the salient points of the proposed finance committee operating budget, fee schedule and Capital Non Recurring budget. The primary points included:

- Total spending proposal of \$840,604 which is an increase of 3.5% from FY 18/19
- Member Town contribution rate increased by 2% from \$5.31 to \$5.42 per capita
- Total spending proposal of \$33,000 for CNR budget.

R. Miller noted that drivers of the budget included increases in staff salary, contracted environmental inspection services and training/professional development.

R. Miller reported that the fee schedule includes additional revenues from Water Treatment Wastewater reviews, cosmetology registrations and inspections and farmers market permit rate increases. R. Miller noted that the increase in Farmers market fees is an effort to cover the costs expended by the health district with respect to these permits.

J. Elsesser noted that the Finance Committee met 2 weeks prior to the regular board meeting and made adjustments including a decrease in the town contribution rate. They also combined items of the strategic plan in the CNR budget. The Finance Committee also

reviewed the fee schedule. J. Elsesser noted that he anticipates the biggest issue will be the increase in food service fees. He also noted that he feels it is a responsible budget.

Discussion ensued regarding the fee comparison schedule and the proposal to handle the cosmetology inspections.

J. Elsesser reported that the Finance Committee had a discussion about the use of fund balance. The proposed budget reflects a decrease in the amount taken from fund balance. The Finance Committee feels it is necessary to get away from using fund balance to balance the budget.

R. Devito questioned whether the amount allocated for training, included training for the staff. R. Miller informed the board that there is money allocated for staff training.

R. Devito requested a breakdown of the merit raises for staff.

D. Walsh made a MOTION, seconded by J. Stille to set a public hearing date of Thursday, January 17, 2019 at 4:30 PM, Coventry Town Hall Annex, 1712 Main Street Coventry, Connecticut, to hear the public's comments regarding the Eastern Highlands Health District Proposed Fiscal Year 2019/2020 Operating budget, capital non-recurring budget, and fee schedule as presented on December 13, 2018. Motion PASSED unanimously.

General Fund expenditure request for EHHD Sanitary Code legal review

R. Miller presented an overview of the request.

D. Walsh made a MOTION, seconded by J. Stille to authorize an expenditure not to exceed \$7,000 from the General Fund for the purpose of conducting a legal review and edit of the EHHD Sanitary Code to align the code with the FDA Food Code, and establish a Cosmetology enforcement section.

Discussion was initiated with J. Higgins inquiring if template language is available. R. Miller informed the board that there is template language for the cosmetology enforcement, but the FDA food code is too new.

MOTION PASSED unanimously.

Finance Committee – Comprehensive Annual Financial Audit Report – June 30, 2018; Independent Auditors Report on Internal Control; Auditors communication to Board of Directors

R. Miller reported that the Finance Committee met and reviewed the financial audit report dated June 30, 2018. The Finance Committee passed a motion to accept the reports as presented.

J. Elsesser offered "Congratulations on a clean audit". He noted that there are positive trends in the report most notable are the fund balance and accuracy of budgeted fee revenue.

Personnel Committee

D. Walsh reported that the Personnel Committee met to discuss the performance evaluation of R. Miller. D. Walsh noted that it will be finalized and distributed to the board in January. D. Walsh thanked everyone for their participation in the evaluation process.

Town Reports

Columbia – M. Walter reported that the marina on route 6 moved across the street and the auto repair shop has expanded, giving a healthy entrance to the town of Columbia.

Tolland – S. Werbner reported that Cardio Express is closing in Tolland.

Andover – J. Higgins reported that a wing of the Andover Elementary School will be dedicated to house the Senior Center. An agreement is being finalized.

Bolton – J. Stille reported that the report on the Notch Road Municipal Center has been finalized. Report concludes there is structural damage beyond repair in the building. Other options for the town hall are being investigated.

Coventry – J. Elsesser reported that discussions continue with Bolton regarding connecting to the sewer system. J. Elsesser also reported that CT Water Company will be reconstructing the Northfield Water System. Discussions have begun with the town council about reconstructing the roads.

J. Elsesser informed the board that the sale of Reids fell through.

Director's Report

Substance Abuse in our Communities Workgroup – Update

R. Miller reported that outreach to public libraries is underway to see if they are interested in a program that will give narcan kits to the library.

Strategic Plan Progress – Online permit application/tracking system

R. Miller reported that the View permit online portal has been launched to a small group of contractors.

1st Quarter FY 18/19 Activity Report

R. Miller noted that the septic permits have increased while the Food Service inspections have decreased. He noted that the food service inspection decreases are a result of efforts being concentrated in other areas, and continued problems with staff medical leave.

FDA Food Code Transition – proposed regulations - update

R. Miller reported that the regulations have still not been posted to the E-Reg site. It is likely that the implementation of the FDA Food code will be delayed a couple more months.

Communications

Dr. Dardick reported that though it is still early in the season, flu activity is quiet so far.

He also reported a shortage of the shingles vaccine.

R. Miller called attention to the communication on the Cottage Food Businesses, noting that the health department has nothing to do with the oversight of these businesses.

Dr. Dardick noted as a point of interest that a new lyme vaccine is in phase 2 of development.

Adjournment

J. Elsesser made a MOTION, seconded by J. Stille to adjourn at 5:48pm. Motion PASSED.

Next Board Meeting, January 17, 2019, 4:30 PM at Coventry Town Hall Annex

Respectfully submitted,



Robert Miller
Secretary