

# CHATHAM HEALTH DISTRICT

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

## BOARD MEMBERS

## DISTRICT HEALTH DIRECTOR

Susan Bransfield, Chairman  
Thad D. King, MPH RS , Peter Hughes, *Vice Chairman*  
Michael Hillsberg, *Treasurer*  
Howard Dean  
Mark Walter

December 11, 2007  
2:00 PM  
East Hampton Town Hall Meeting Room

Present:                    Michael Hillsberg                    Peter Hughes  
                                  Mark Walter                                Howard Dean

Absent:                    Susan Bransfield                    Alan Bergren (pending resignation)

Other:                    Thad King

### 1. Call to Order

The meeting was open at 2:02pm.

### 2. Election of Board Chairman

Mr. King noted that due to member turnover and the absence of Ms. Bransfield, there were no Board elected officials. Mr. Bergren has expressed intention to resign, although we have not yet received anything in writing.

Motion was made by Mr. Hughes, seconded by Mr. Hillsberg, for Ms. Bransfield to serve as Chairman of the Chatham Health District. Vote was three in favor, with Mr. Walter abstaining.

Mr. Hillsberg made a motion, seconded by Mr. Dean, for Mr. Hughes to serve as Vice-Chair of the Chatham Health District. Vote was four in favor.

Motion was made by Mr. Hughes, seconded by Mr. Dean, for Mr. Hillsberg to serve as Treasurer. Vote was four in favor.

### 3. Approval of Minutes (November 27, 2007)

Mr. Hughes noted that the approval of the November 27<sup>th</sup> meeting would be tabled to the next meeting.

#### 4. Public Remarks

There were no public remarks.

#### 5. Emergency Response Planning Update

Mr. King stated that Mr. Cox was in the process of complying information for the after action report form the November 3<sup>rd</sup> drill.

A survey request was received from the CADH asking about interest in participating in a regional drill. Mr. King responded in favor.

Requests for reimbursement for drill expenses have not been received from all participants at this time. Portland and East Hampton have been submitted.

#### 6. Communications

Mr. King noted the Board membership turnovers. Mr. Dean is a former member of the Board, now filling the open position for East Hampton. Mr. Walter is the newly elected East Haddam Selectman, filling the appointment of Mr. Parker.

Mr. King gave a brief overview of the District services for the benefit of the new members.

#### 7. Director of Health Report

Mr. King did not have any issues to report on.

#### 8. FY 2008 Budget

Mr. King presented the Board with a proposed 2008-2009 Budget. The by-laws state that an assessment number is to be provided to the Towns by February 1<sup>st</sup>. Mr. King briefly discussed highlights in the proposed budget; Town per capita \$8.00, salary increases 3%, \$0 reserve funds to be used, HAS's to reduce medical insurance, Branch Office funds eliminated, \$30,000 for Main Office rental. In addition, the PHP Grant is expected to be decreased by 15%. It is proposed that the full time ERC position will be eliminated and the funds will be used to offset the Health Educator and Director of Health salaries in addition to incorporating some contract deliverable responsibilities to the Towns EMDs or another Town representative. State per capita is expected to remain at \$2.08.

Mr. King projected a 3% increase in the current contract with the Town of Haddam. There has been no response at this time to the proposal for Haddam to join the District.

Brief discussion was held in regard to the switching medical coverage to HSAs. Mr. King proposed providing the first year contribution/ deductible which will decrease in the subsequent years. Discussion was held regarding this be included in the salaries or remain a separate line item.

Mr. King briefly touched on expenditures, noting a new \$5000 line item for furniture and fixtures.

Mr. King discussed the use of reserve funds and the possibility of expending the remaining \$60,000 to cover the projected fees associated with the permit to discharge regulation. \$25,000 is dedicated to capital reserve.

Motion made by Mr. Hillsberg, seconded by Mr. Dean, to set a public hearing date of January 29, 2008 for the consideration of the 2008-2009 Chatham Health District budget. Vote was unanimous in favor.

9. Electronic Records Filing

Mr. King stated that he has not pursued this project any further at this time.

10. New Main Office Location

Mr. King stated that we had not received a lease document from Middletown Avenue for the attorney to review. However, we did receive and updated CAM charge listing.

Following a discussion and concern expressed by Mr. Dean to ensure that advertising for space follows a procedure typical to the Towns. The consensus of the Board was to post a request for proposal for rental space in the local papers.

11. Wastewater Pumping and Permit to Discharge Regulation

The consensus of the Board was to table this item to the next meeting to allow the new members to become familiar with the proposed regulation.

12. Old Business

Mr. Hughes requested a follow up to a manure stockpile complaint on Bull Hill Road in Marlborough.

13. New Business

a. 2008 Meeting Dates

Mr. Hillsberg moved to adopt the 2008 meeting schedule as presented with the December meeting to be the 9<sup>th</sup>. Motion was seconded by Mr. Dean. Vote was unanimous in favor.

b. Antidiscrimination Resolution

Mr. King stated that to comply with PA-142 all entities conducting business with the State of CT shall establish an anti-discrimination policy. Mr. King provided the Board with a proposed policy. Motion was made by Mr. Hillsberg, seconded by Mr. Hughes, to adopt the Anti-Discrimination Policy as presented. Vote was unanimous in favor.

14. Adjournment

Following no further business, motion was made by Mr. Hillsberg to adjourn the meeting. Motion was seconded by Mr. Dean. Vote was unanimous in favor. Meeting adjourned at 3:45pm.