

# Connecticut River Area Health District

*Serving the Towns of Clinton, Deep River and Old Saybrook*

First Selectman, Richard Smith, Chairman

Michael Dunne, M.D.

First Selectman, William Fritz, Secretary

David Shearer, M.D

Peter Neff, Treasurer

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## Minutes

Monday, June 3, 2013

Special Meeting of the CRAHD Board of Directors

455 Boston Post Road, Suite 7

Old Saybrook, CT 06475

11:00 AM

### A. Call to Order

Chairman Dick Smith called the meeting to order at 11:15 am

### B. Roll Call

Chairman Smith identified the following as present: Board Treasurer Peter Neff, Board Secretary Willie Fritz, Board Member David Shearer, Director of Health Jim Monopoli and Chris Collier, Clerk

### C. Approval of Minutes from February 25, 2013 Regular Meeting

**NEFF** moved, **SHEARER** 2<sup>nd</sup>, motion to approve minutes from February 25, 2013 Regular Meeting

**APPROVED 3 - 0**  
**ABSTAIN 1**

### D. Pubic Hearing On:

- a. Proposed operating budget for fiscal year 2013-2014
- b. Proposed fee schedule increases
- c. Proposed ordinance regarding overnight stay facilities

**NEFF** moved **FRITZ** second, motion to call public hearing to order at 11:18 am

**APPROVED 4 - 0**

No one from the public attended the public hearing. No Discussion, No Action

**FRITZ** moved **NEFF** second, motion to close public hearing at 11:40 am

**APPROVED 4 - 0**

**E. Old Business**

- **Further Discussion/Action on Proposed 2013-2014 Operating Budget**

Director Monopoli stated that the notice for the public hearing was put in the Shore Publishing Newspapers covering all three towns on May 16.

He also explained that the DPH funding for Public Health in FY 2013-2014 is level

Director Monopoli presented the new proposed budget to the board members  
Changes were discussed

Director Monopoli conservatively projected approximately \$45,000 income to be received from the WWMD in the proposed budget based only on extrapolation of 3 months approved invoices from 9/2012 to 1/2013.

\$2,500 from the Lead Grant has been reallocated within the budget line items  
Discussion took place regarding proposed salary increases for full time staff

**NEFF** moved, **SHEARER** 2<sup>nd</sup>, motion to approve fiscal year 2013 – 2014 operating budget as presented with the following amendments:

To reallocate a proposed salary increase during the FY from the newly hired sanitarian to Sanitarian Arnold to better equalize salaries for sanitarians

**APPROVED 4 - 0**

- **Further Discussion/Action on Proposed Fee Schedule Increases**

The proposed increases for fees and permits was discussed

CRAHD's current fees are much lower than other districts

While an increases is proposed, comparatively speaking fees will still be on the lower end

After discussing all fee increases, it was determined that revenue will increase by approximately \$30,000 given the same level of activity

This is the first and only increase in fees since the district was formed in 2006

**NEFF** moved **FRITZ** second, motion to approve fee increases as presented to have an effective date of July 1, 2013

**APPROVED 4 - 0**

- **Further Discussion/Action on Proposed Overnight Stay Facility Ordinance**

The proposed ordinance regarding overnight facilities was presented and discussed

**FRITZ** moved **NEFF** second, motion to approve overnite stay facility ordinance as presented with an effective date upon signature and July 1, 2013

**APPROVED 4 – 0**

- **Further Discussion/Action on Draft MOA with Old Saybrook WPCA**

Monopoli presented the latest draft of the Public Health Services Agreement (MOA) he received which is undated but subsequent to the latest draft dated 4/26/13

Monopoli also presented Draft Settlement and release document which allows WPCA to pay CRAHD invoices for services in arrears, and draft Joint Defense Agreement which offers joint legal representation to CRAHD and the Town of Old Saybrook upon appeal of an order issued by the Director of Health. This agreement would make the town responsible for legal fees associated with representation upon appeal

DPH has indicated to Monopoli their concerns with the WPCA being the owner of all septic records. This pertains to wording to that effect in section D(1) of the draft agreement. This working may be in conflict with FOIA law. The Board would like the MOA to read that CRAHD is the owner of records and the district will send copies to the WPCA

The Town of Deep River's Attorney, Jane Marsh, is reviewing the proposed MOA, the Settlement and Release, and the Joint Defense Agreement documents

Director Monopoli reported that the WPCA has agreed to pay \$12,010 for invoices dated 9/18/2012 thru 12/18/2012

Invoices from 6/1/2012 thru 9/17/2012 have been resubmitted and the WPCA has agreed to pay and additional \$1,400.

Treasurer Neff stated the most important factor is to move forward in a productive manner

Chairman Smith requested that Director Monopoli inform the WPCA's Attorney that Attorney Marsh is reviewing the documents stated above

Upon completion of Attorney Marsh's review, Chairman Smith feels that there may be more discussion required

**NEFF** moved **FRITZ** second, motion to table action on the MOA and the other two documents pending further discussion with Attorney Marsh and Director Monopoli

**APPROVED 4 – 0**

**F. New Business**

- **Block Grant Activity: Skin Cancer Prevention**

Presentations on skin cancer prevention will be offered to District Town Members in Public Works and Park and Rec departments

Director Monopoli would like to have member town departments sign up for presentations

Chairman Smith and Treasurer Neff requested Director Monopoli send an email to them with details. They will in turn sign their departments up for the presentation

Director Monopoli stated that he is willing to give presentations at the respective town halls

- **Seasonal Activity of CRAHD**

Innovative Mosquito has begun their annual mosquito control in Old Saybrook  
Cinton does their own control by putting larvacide in catch basins

Beach monitoring for all town public beaches has begun

Private beach water testing was offered to all private association beaches for a fee

#### **G. Preparedness Meetings with Town Emergency Mgmt and Health Directors**

Director Monopoli reported that he, Sherry Carlson and Rob Dahlstrom have been meeting with emergency management directors and health directors in the 7 towns of the Mass Dispensing Area #39 regarding updates to the Mass Dispensing Plans and requests for assistance from towns

Mass dispensing plans have been updated. They need to be incorporated into individual town all hazards response plans

Emergency Management Directors and Health Directors will be asked for help in creating additional closed PODS within their respective towns

Carlson, Dahlstrom and Monopoli have met with the Towns of Essex and Killingworth to date

Appointments with other towns are being scheduled

#### **H. Director's Report**

Acceptance letter from the DPH for FY 2012 -2013 audit has been received  
Director Monopoli and Treasurer Neff will have a discussion regarding updating technology needs of the District

#### **I. Adjournment**

**SMITH** moved **SHEARER** second, motion to adjourn at 12:13 pm

**APPROVED 4 – 0**

Respectfully Submitted,

*Chris Collier*

Clerk