

# Connecticut River Area Health District

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

Peter Neff, Acting Chairman, Clinton

Michael Dunne, M.D., Old Saybrook

William Fritz, Secretary, Clinton

Jeffrey Goldblatt, M.D., Old Saybrook

Peter Lewis, Deep River

Lizz Milardo, Haddam

---

455 Boston Post Road, Suite 7  
Old Saybrook, CT 06475  
Phone: 860-661-3300 Fax: 860-661-3333

## Minutes

Monday, September 26, 2016

Regular Meeting of the CRAHD Board of Directors

455 Boston Post Road, Suite 7

Old Saybrook, CT 06475

11:00 AM

### A. Call to Order

Peter Neff, Clinton board director served as acting Chairman for the meeting. The regular meeting of the CRAHD board of directors was called to order at 11:05 AM.

### B. Roll Call

Acting Chairman Neff recognized the following board directors: Board Directors Peter Lewis, Michael Dunne, Lizz Milardo and Director of Health Jim Monopoli.

### C. and D. Approval of Minutes from May 23, 2016 and June 27, 2016 Regular meetings

After some discussion, a motion to approve the minutes from the May 23, 2016 Regular Meeting was made by Lewis, 2<sup>nd</sup> Dunne.

Approved 3-0 with 1 abstention

After some discussion, a motion to approve the minutes from the June 27, 2016 Regular Meeting was made by Lewis, 2<sup>nd</sup> Dunne.

Approved 3-0 with 1 abstention

### E. Old Business

#### • Haddam, member town update

Monopoli reported that bringing Haddam into the fold as a member town has occurred without issues. Sanitarian office hours have been established on Tuesday and Thursday mornings; reportable disease reports transferred from Chatham HD; grants have incorporated Haddam into the funding with the Preparedness grant pending; a part time health educator has been hired along with the new part time Sanitarian, with hiring of a part time preparedness coordinator pending; CRAHD received an ok from the DPH to include Haddam in Mass Dispensing Area #39; iT and phone work completed. Monopoli and Chief Sanitarian Martinson have been meeting with CT DEEP and DPH on water quality issues. Board director Milardo stated that CRAHD has done a very good job and many in the town have complemented the work to date.

A motion was made to move agenda item F1 ahead of item E2 by Dunne, 2<sup>nd</sup> Milardo

Approved 4-0

- **Item F1: New Business: By-Laws amendments, alternate board directors, budget amendments**

Monopoli, based on a condition of the board approval of the by-laws at its June 2016 meeting, added wording in Article III, Section 2: Representation to read: “Each municipality in the district shall appoint one Director to the Board for each 10,000 population or part thereof, but no municipality shall have more than five representatives on the Board. Member towns with a population of 10,000 or less residents, and only one (1) primary appointed director, shall appoint one (1) alternate director. The alternate director will be called upon to attend meetings that the primary director cannot attend. The alternate director shall have full powers as the primary director, but only in the absence of the primary director. The alternate director may attend any meeting of the board.”

After some discussion to clarify that the two member towns, Deep River and Haddam will be asked to appoint an alternate board director to maintain continuity in CRAHD board meetings, a motion was made to approve the added language by Lewis, 2<sup>nd</sup> Milardo.

Approved 4-0

Monopoli also advised that a percentage amount was inadvertently omitted in the 3<sup>rd</sup> sentence of Article VII, Section 4. Monopoli recommended inserting the amount of 1.5%, and the board agreed. Motion to include the omitted percentage amount of 1.5% by Lewis, 2<sup>nd</sup> Dunne.

Approved 4-0

## **E. Old Business**

- **Item E2: Chairman, Vice Chairman nominations/Vote**

After considerable discussion, the board nominated Peter Neff to be appointed Chairman of the CRAHD board of directors, and Michael Dunne to be Vice Chairman of the board. Both men accepted the nominations. Motion to vote and approve Peter Neff as Chairman and Michael Dunne as Vice Chairman of the CRAHD Board of Directors by Dunne, 2<sup>nd</sup> Lewis.

Approved 4-0

- **Executive Committee make-up**

The board discussed establishing an executive committee and recognized the value in that when the district board is faced with making quick decisions. The Executive committee by statute and CRAHD by-laws should be comprised of Chairman, Vice Chairman, one board director and the Director of Health. A question arose about whether the board director should be by name or position. Monopoli felt it was by name, but position might be considered. The board asked Monopoli to get a ruling on this from the DPH. Based on this uncertainty, a motion was made to table this item until the next meeting by Neff, 2<sup>nd</sup> Dunne.

Approved 4-0

- **VERIZON proposal**

Monopoli solicited feedback regarding interest from the staff in signing up for the VERIZON phone proposal. No staff came forward showing interest, and Monopoli said that he thought the phone use policy may have been the deterrent to interest. This issue will not be considered further at this point.

Approved 3-0

## **F. Director's Report**

Monopoli reported that DPH Commissioner Pino will introduce a legislative proposal to consolidate local health departments into 8, 9, or 13 large districts, to either follow the CT counties or COGs. The proposal includes a requirement by the towns to fund these districts in the amount of 1.5% of the town operating budget. In addition, the DPH Commissioner would appoint the first Director of Health of each district. There was considerable discussion around this. Board Director Milardo said this was also discussed at the River COG very recently. Monopoli offered to speak with the COG, and the board supported this.

Monopoli reported that the 2016-2017 flu vaccination program has been planned, and soon to start clinics. A contract with CIGNA is pending signature. Monopoli distributed the up-to-date clinic schedule.

Monopoli handed out the updated CRAHD organizational chart based on the recently added staff. Monopoli reported that a seminar is being planned to discuss document management software, Filemaker Pro, and he and Scott Martinson will attend. Many health departments are using Filemaker, and have done considerable programming. Monopoli also discussed Carmody and will look again at that system for sewage disposal document management and availability.

Monopoli reported that the Deep River tax collector requested in writing that a local business licensed by CRAHD have the license revoked for non-payment of taxes pursuant to Section 12-146a of the CT General Statutes.

Lastly, Monopoli reported that the Old Saybrook WPCA requested signature on a draft notice to one of the WWMD property owners regarding non-compliance. Monopoli said a modified order is pending on this property based on an appeal to DPH and a DPH decision on that appeal. The board unanimously advised that the WPCA draft letter should not be signed, but instead a modified order should be issued based on the appeal hearing notice of decision. Monopoli will notify the OSWPCA of the board's advisement.

## **G. Adjournment**

Milardo moved to adjourn meeting, 2<sup>nd</sup> Dunne. CRAHD board of directors meeting adjourned at 12:05 P.M.

Approved 4-0

Respectfully Submitted, *Jim Monopoli*  
Secretary and DOH