



Monroe Health Department
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DRAFT

Board of Health Meeting
Monroe, Connecticut

December 6, 2016

Present: Dennis Condon, Chairman, Eileen Fuchs, Nadine Rooney*, Nancy Brault,
Director of Health

Also Present: Ken Kellogg, Town Council Liaison, Barbara Krajewski, Administrative Assistant

Absent: Nicole Lieto

A. The meeting was called to order: 7:00 pm

Brault requested an addition to the Agenda, under New Business, Item H 6, Massage Establishment Ordinance.

B. Public Participation: None

C. Approval of Minutes of November 15, 2016

A MOTION was made by Condon, seconded by Brault to accept the draft Minutes of November 15, 2016. Brault and Condon approved, Fuchs abstained.
MOTION CARRIED.

*Board member Rooney entered the meeting at 7:05 pm.

D. Director of Health's Report

Brault reviewed her report noting that the health department budget was revised and approved by the Finance Department. New line items were added to further subdivide existing line items, clarifying expenses in each category. The per diem request for additional staffing needed to be revised to address "hours to complete work". She indicated that funds generated from additional fees collected next year are expected to cover additional staffing expenses. There were no other changes to the budget.

Connecticut Post Story – Historic Drought Stalks the State

Condon asked about the number of wells being affected by the drought. Brault noted that there were about 14 wells in the past year that were affected and either needed to be redrilled, fracked/repared. These wells were mostly shallow dug wells. Brault discussed her social media outreach and press articles on what to do if your well goes dry. Currently, Monroe

does not have a water plan in place to provide water for residents. This is also the case for neighboring towns. Fortunately, in the past few weeks we received no further complaints from the public concerning inadequate well water, and no complaints regarding wells that service regulated facilities like restaurants. Kellogg suggested that we may need to put together a plan in the future to address drought conditions and lack of sufficient well water for community residents.

Krajewski advised the membership that cosmetology license renewals were sent out and that she worked with the Tax Collector, sending out letters to salon owners that were delinquent on their taxes (taxes must be paid or a plan put in place for payment before licenses are renewed).

E. Grant Status

1. Preventive Health and Health Services Block Grant
Brault reported that the health department will be conducting blood pressure screenings and providing a training series for the community within the next few months now that flu clinic season is almost over.
2. Emergency Preparedness Grant
Brault indicated that currently there are no new activities to report except that plans are being developed for a table top exercise.
3. Lead Poisoning Prevention Grant
Grant activities will commence in the Spring.
4. NACCHO Grant
The application was approved by the Town Council, signed by the first selectman, and forwarded to NACCHO. On December 12th Brault will be participating in a conference call with NACCHO regarding the grant and deliverables. Condon requested that Brault notify consultants of grant approval, and to acquire contracts for review by the Town Council.

F. Monroe Health Department – Start Up Fund Balance

Brault reported to the Board that there is \$33,510 remaining in the Health Department's Start Up Fund.

G. Unfinished Business

1. Brault advised that she attended the Town Council Public Hearing concerning the proposed Food Ordinance, Health and Sanitation Ordinance, and Public Pool Ordinance. There was only one question from the public; it concerned itinerant vending. Kellogg announced that all were approved by Town Council. The Town Clerk posted these notices in the Monroe Courier and are scheduled to go into effect on January 1, 2017.
2. Medical Advisor Agreement
Representatives from CIRMA, along with the First Selectman, Steve Vavrek, Human Resources Director, Cathy Lombardi, Town Council Member, Ken Kellogg, and the

Board of Health Chairman, Dennis Condon participated in a conference call to discuss contract requirements for the Health Department Medical Advisor. Condon noted that an agreement was reached. Kellogg requested that Brault ask the First Selectman to add the contract to the next Town Council Agenda for review and approval. L and A has already approved the contact.

3. Itinerant Vending Customer Procedure
Development is in process.
4. Seasonal Flu Clinic Report
Brault reported that the Health Department administered about 230 doses of flu vaccine during our seasonal flu clinics. We have approximately 30 doses left. She discussed other small flu clinics that were being planned in area churches, daycare centers, and the Goodwill. Fuchs suggested that the department have a flu clinic at the senior housing facility and that next year we plan to set up a clinic during the town's seasonal Christmas holiday event.
5. Health Department Laserfiche/GIS Pilot Program Status
The program was held up briefly due to Metrocog waiting for funding. However, Brault noted that we are back on track and work is in process with IT.
6. Subsurface Sewage Disposal Ordinance
Brault distributed a draft report but suggested that she provide additional information during next month's meeting. She also discussed a septic tank pump-out requirement for property owners. This requirement would necessitate that property owner's pump out their septic tanks every 2-3 years. This would extend the functionality and life of their septic systems. In Portland, the program is tied to Building Permits. Property owners cannot take out a Building Permit unless their tanks have been pumped within the past 3 or 4 years. Fuchs and Kellogg thought that it would be best to educate property owners of the need to pump out their tanks rather than create a pump-out program. The membership also discussed the pros and cons of pump-outs for commercial establishments. Brault will provide additional information to the Board during next month's meeting.

H. New Business

1. FY 2016 Health Department Annual Report
A draft of the department FY 2016 Annual Report was distributed to the membership for review and feedback. A few edits/additions were suggested and Brault indicated that they will be incorporated into the final report to be distributed to the Board in January. The membership thanked her for doing an excellent job in creating the department's first annual report.
2. University of CT at Storrs and South CT Internship Requests
Brault advised that the Health Department has received 2 internship requests. She distributed an internship orientation and program assignment form, as well as a final review letter to the membership for discussion. Brault indicated that these materials were developed last year and are now revised. A program needs to be built around our internship program, unlike other health department than just take interns on without

clearly defined expectations and deliverables. The Board was in agreement. Condon questioned if the Town required students to sign a non disclosure document. Kellogg suggested contacting the Monroe Food Pantry to determine how they sign up volunteers. Brault indicated that this was generally a part of the university contract but will follow up with Human Resources and possibly the town attorney. Moreover, this item will be added to the internship orientation and program assignment form.

3. Chalk Hill Facility Discussion

Brault reviewed the need to increase working space for health department staff and volunteers. We do not have a plan review work space for our sanitarian, a work space for an intern, space to fully open file cabinets, a private work space for the director of health, a table location to cut, print, and fold documents. She discussed possible space in Town Hall and Chalk Hill. The membership requested that Brault focus on Health Department work space needs in detail. Brault agreed to prepare a report for next month's meeting.

4. DPH Local Health Integration Town Hall Forum

The Connecticut Council of Small Towns flyer, received from the First Selectman, was distributed to the membership concerning the consolidation of health districts and advertising a schedule of informational meetings. Brault requested that members attend one of these meetings.

The Board discussed the Connecticut State initiative at length and does not support the integration of health departments into 8 districts of health in CT as suggested by the State Department of Public Health. The costs to Monroe would be outrageous at 1.5% of the town operating budget. Moreover, the membership thought that services provided through this effort is questionable. Condon suggested that Brault notify the Monroe Courier regarding this proposal and get the message out to the community.

5. Salon Fee Grace Period

Brault requested that the Board consider providing the same fee grace period for salon establishments as is provided for food service establishments. The membership agreed.

A MOTION was made by Condon, seconded by Fuchs to allow the Health Department to provide all new salon operations that open between and including November 1 and December 31 of each calendar year, a waiver of the Monroe salon license fee, which expires on December 31. A renewal application must be filled out and licensing fees paid for the next licensing year, January 1 – December 31. MOTION CARRIED UNANIMOUSLY.

6. Massage Establishment Ordinance

Kellogg reported that he is in discussion with L & A regarding the massage establishment ordinance and requests input from the Board. Members reviewed sections of the proposed ordinance related to the Monroe Health Department concerns and activities. They offered suggested edits and additions to the proposed ordinance and directed Kellogg to proceed and incorporate suggested revisions into the proposed ordinance as discussed.

A MOTION was made by Brault seconded by Fuchs to approve the proposed massage ordinance with suggested revisions. MOTION CARRIED UNANIMOUSLY.

I. Adjournment

A MOTION was made by Condon, seconded by Fuchs to adjourn at 9:45 pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nancy Carol Brault". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Nancy Carol Brault, MPH, RS
Director of Health