CHESPROCOTT HEALTH DISTRICT  
1247 Highland Avenue 
Cheshire, CT 06410-1657

BOARD OF DIRECTORS (BOD) MEETING  
Draft Minutes from Board meeting  
Wednesday, September 18, 2019  
6:00 p.m.

Present: Raymond Sima, Cheshire  
Lisa Davis, Cheshire  
Barbara Ecke, Cheshire  
Maria Benvenuto, Wolcott (arrived at 6:25pm)  
Elizabeth Normand, Prospect (arrived at 6:35pm)

Also present:  
Maura Esposito, Director of Health (DOH), Chesprocott Health District (CHD)  
Olivia Chamberland (CHD), Regional Emergency Preparedness Coordinator, Region 2

The Board meeting was called to order at 6:13pm. A quorum was not present until 6:25pm. Citizen/Staff Participation was presented first.

I. **Roll Call**  
The roll call showed a quorum was not present until 6:25 pm.

II. **Approval of Minutes**  
Approval of the June 19, 2019 minutes from the CHD Board meeting.  
**MOTION:** Lisa Davis moved that the Board accept the meeting minutes from the June 19, 2019 Board meeting as presented; seconded by Barbara Ecke.  
**APPROVED.** Vote: Unanimous.

III. **Citizen/Staff Participation** (Moved to start of meeting)

Olivia Chamberland (CHD), Regional Emergency Preparedness (EP) Coordinator, Region 2, was introduced. Olivia started at CHD in July. She has her Bachelor’s and Master’s degrees in Public Health, and loves the field of EP. Her position is a new position, funded through grant monies. Ms. Chamberland directly reports to Ms. Esposito. Region 2 consists of 30 towns and 19 Health Departments. Her responsibilities include:

- Manages to make sure all deliverables are completed by the region.
- Coordinates with and receives guidance from the State of CT about deliverables.
- Conduct all deliverables that are included in the contract agreement between CHD and DPH.

Ms. Esposito reported that Kyle Schlosser, CHD Emergency Response Coordinator has resigned. That position will be posted. Ms. Esposito also announced that Andi Benevento has been hired as an Office Assistant.
IV. Communications

None.

VI. Division Reports

Reports were submitted by each division. The DOH emailed those reports to the Board prior to this meeting.


- Community Help in Disasters (CHD) MRC – Volunteer Status: Cheshire (38), Prospect (13), Wolcott (9), Out of Town (2) = Total 62 volunteers.
- June 24-25 Full Scale Exercise at Cheshire High School (CHS)
  - June 24 – Facility Setup:
    - Call down took place at 8:30am and ended at 11:30am. The DOH conducted this call down and had some difficulties with the application process. The Regional Veoci Communications System should alleviate this issue.
    - Facility setup took place at CHS from 12:45pm – 3:00pm. All CHD staff members were present in addition to 26 volunteers. Set up went quickly, but unfortunately the school had stored all room equipment in the hallways so adjustments needed to be made.
  - June 25 – Full Scale Exercise
    - The full-scale exercise took place between 10:00am – 2:00pm.
    - All CHD staff were in attendance, in addition to 58 volunteers.
    - 74 “patients” were put through the Point of Dispensing (POD).
    - Average throughout time per patient (Greeting Station through Health Education Station) was 5 minutes, 2 seconds per patient.
    - It was an overwhelming success despite the lack of public walking thru. Our volunteers played their roles and improvised different scenarios, so all POD staff member was engaged.
- Report on POD Plan Update: Currently our Public Health Emergency Response Plan (PHERP) is being re-vamped to include plans for:
  - Pills to people plan
  - Vaccination Plan
  - CHS, Prospect Fire Station and Tyrrell Middle School (Wolcott) POD plans
  - The plan will include other components: Communication plan, Isolation/Quarantine plan.
  - When the plan is complete, it will be shared with the CHD BOD.
- Other Plan Updates:
  - The Chesprocott Workers Safety Plan (required plan of how to keep staff safe during an event) has been reviewed and we are working on updating it. The final plan will be distributed to the CHD BOD.
• Flyers with the Upcoming 2019-2020 CHD Volunteer Schedule and the Volunteer Orientation (10/9/19) were shared.

• Community Events attended:
  ➢ September 7: Prospect’s “Unity in the Community” Event – CHD had a table set up at the Prospect Fire Station.
  ➢ September 14: Cheshire Fall Festival. Donations were collected for the Red Cross; donors had a chance to win a Family Preparedness backpack.

b) Public Health Specialist Report – Three months of reports were provided, with highlights and detailed reports for each month.

• District Wide focus (June-July): Tick Prevention; Emergency Preparedness; Partnership meetings with community sectors.
• District Wide focus (July-August): Opioid Prevention, Food Drive for the Cheshire Community Food Pantry; and Summer Safety.
• District Wide Focus (August-September): Mental Health, Hidden in Plain Sight, Emergency Preparedness, Flu/Handwashing Prevention, Opioid Prevention, and Health Foods.

Detailed report for August-September 2019: The Hidden in Plain Sight Presentation for parents on current drug paraphernalia has occurred in each district. Vaping and e-cigarette information has been disseminated to all schools and published in newspapers. CHD is assisting the Cheshire School District with suicide prevention and training. State Representative Liz Linehan has asked CHD to take part in her "Power to Parent: The Opioid Epidemic and our Kids" panel. CHD will present Hidden in Plain Sight and participate in the prevention panel. The Healthy Communities Coalition hosted a food labeling and nutrition workshop at the Cheshire Library which had over 16 attendees. The Coalition has also coordinated yoga before the Cheshire Fall Festival. CHD has been recognized as a CDC Diabetes Prevention Recognition Program Organization which is a requirement of our new Diabetes Prevention Grant. CHD awarded Gaylord Specialty Healthcare's Physical Therapy, Orthopedics and Sports Medicine with its inaugural "Community Champion Partnership" Award. CHD had a table at the Cheshire Park and Rec's Farmers Market in September, providing information on healthy eating. Social media has focused on environmental health, mosquito prevention, opioid prevention, healthy eating, mental health awareness, emergency preparedness, food safety and health eating.

• Current/Upcoming Matter of Balance Classes Scheduled:
  Cheshire Classes from 1-3pm on September 3, 5, 10, 12, 17, 24 and 26.
  Wolcott Classes from 10am-12pm on Oct. 1, 8, 15, 22, 29, Nov. 12, 19.
  Prospect Classes from 10am-12pm on Oct. 4, 11, 18, 25, Nov. 1, 8.

• Listing of Upcoming Presentations from Aug. - Nov. 2019 was presented.
- **Health Communities Coalition Action Plan** was presented and updates provided. Initiatives include: Oral Health; Access to Care; Healthy Food; Substance Abuse; Chronic Illness; Behavioral Health and Physical Activities.

- **Communicable Disease Reports**
  - Reportable Diseases: Ms. Esposito reviewed the reports for June – September.
  - Blood Pressure screening on 10/10/2019: Atrinity Home Healthcare is partnering with CHD and Elim Park to host a free blood pressure screening at our Elim Park Flu Clinic.
  - Tuberculosis: CHD finished Observational Therapy with a resident.
  - Ticks – currently for 2019, 53 ticks were received and tested. The results include 18% submitted were dog ticks; 39% of those tested negative for tick-borne infections; 1% of those tested positive for babesiosis; 14% of those tested positive for anaplasmosis; and 29% of those tested positive for Lyme Disease.
  - **2019 Flu Shot Clinics:**
    - Sunday, 10/6/19: 11:00am-2:00pm, Cheshire Firehouse, 250 Maple Avenue
    - Wednesday, 10/9/19: 10am-1pm, Cheshire Senior Center, 240 Maple Avenue
    - Thursday, 10/10/19: 10am-12pm, Elim Park Healthcare (also Blood Pressure Screenings), 140 Cook Hill Rd., Cheshire
    - Thursday, 10/10/19: 9am-12pm, Cheshire Chamber of Commerce, 195 South Main Street
    - Monday, 10/21/19: 10am-12pm, Wolcott Town Hall – Drive Thru Clinic, 10 Kenea Avenue
    - Wednesday, 11/13/2019: 10am-12pm, Wolcott Senior Center, 211 Nichols Road.
  - Ms. Esposito reported that Prospect and Wolcott local pharmacies also offer flu shot clinics.

**c) Environmental Health Report**

**June/July 2019**

All licensed public pools were inspected mid-summer. The focus was to spot check locations to ensure proper pool disinfection was occurring - a vital inspection.

All environmental staff participated in the June EP “Full Scale Exercise”, which provided a great opportunity for the staff to learn more about their role in an emergency and join departments to foster collaboration.
The CHD Office implemented summer hours from June – August. We worked a late night until 7pm on Thursdays, and added public office hours from 4pm-7pm on Thursdays. The office closed at 12:30pm on Fridays. The schedule offered more accessibility to the public. We were also able to complete more evening inspections and meetings.

No update can be provided on the exact date the FDA Food Code will be adopted. Regulations are still being reviewed by the State Health Dept., then go to public comment once completed. We are developing guidance documents in preparation, and plan to hold informational seminars for the food service operators once there is a solid date for adoption.

ServSafe month classes are on summer break; next classes are Sept. 24 and Oct. 29.

Cheshire
- Viron Rondo remodel is still underway. Addition expected to be completed by late summer.
- Clearview Farms new lot plans came in and were approved. 11 lots have been proposed. Houses are currently under construction, and septic systems serving those homes will likely be in during the next few months.
- The Watch Factory Restaurant is currently under change of ownership. The establishment is closed and will reopen under new ownership by late summer.
- Conducted a comprehensive lead inspection at a family daycare. No child had elevated lead levels, but a chip sample taken by the State Office of Early Childhood sparked a full investigation when lead was discovered on exterior paint surfaces. An abatement plan was submitted to CHD and work will take place in August.
- Cheshire Barber Shop reopened in a new location on South Main Street under the ownership.
- The Cheshire Farmer’s Market officially opened. The market featured licensed food vendors, farms and craft people. CHD inspected the market on opening day for compliance. CHD also had a table promoting the district and services we provide.
- Shef’s Bagels applied for an expansion to increase the size of their dining room and add a new coffee bar. Work will be completed in August.
- Elim Park had 2 isolated incidents involving the presence of bed bugs in the assisted living location. CHD provided response for the initial complaint, as well as providing 2 in-service trainings for nursing staff.

Prospect
- Routine inspections, septic installations and soil testing were completed.

Wolcott
- Cleveland’s Country Store closed its doors and joined business with Romano’s Sea Shack. Romano’s will not offer deli foods, but will have seafood and feature a fish market. They are also licensed to wholesale production and distribution through the Dept. of Consumer Protection.
- 2 North Street, a commercial building that suffered a septic overflow two years ago and underwent a full septic repair, will be filing the empty restaurant space with a new food service tenant. CHD is working with the applicant to ensure a proper plan review is completed to support this new tenant.

- Wolcott Fair food vendor applications are coming in. Expecting 18 or more food vendors this year.

August 2019

One of our sanitarians will be going through the Phase 2 Septic Certification course, which will allow her to review engineered septic systems. It will be a one-day a week, five-week intensive course that will bring her the skills necessary to excel to the next level in septic reviews. We have been actively taking her into the field for hands-on training, as well as allowing her to conduct guided reviews of engineered septic plans.

Late night inspections came to an end in August with the end of the summer schedule. The schedule was a great success and proved extremely useful for the public and our licensed establishments.

One of our sanitarians became the co-chair of a state wide nail salon working group. The group is comprised of Directors of Health, the CT Environmental Health Association, and sanitarians. A Public Act was passed to require nail technician licensing in the state. She is working on creating the state salon inspection form, which will eventually be used by all health districts. We are excited to be part of the cutting edge of new regulations that will help strengthen salon enforcement.

Cheshire

- Mixville Park had a small area of blue-green algae. CHD has actively monitored the site throughout the month to ensure no toxic algae blooms arise. No blooms have formed, but we have a plan in place with Cheshire Parks and Rec if they do develop. The swimming area will be closed as a precaution and educational signs will be posted advising against animals swimming as well.

- Viron Rondo remodel is still underway. The addition has taken longer than expected. Limited use of the newly constructed patio has been conditionally allowed.

- Children's Creative Learning licensed daycare in the Watch Factory plaza is under new ownership. CHD has conducted inspections and is working with the State to assist the transition.

- The Watch Factory Restaurant (under new ownership) expects to reopen in mid-October.

- Elim Park will be constructing a new ice cream parlor for their residents. Plans have been approved and work will begin within the next month.
Prospect

- Prospect Car Show was a success. Seven food vendors participated, they were inspected successfully.

Wolcott

- Wolcott Fair was very successful from a food safety perspective. 26 food vendors were licensed - all were inspected on Friday AND Saturday to ensure food was being served properly.
- Johnny B’s constructed an outdoor cooking area without permits; discovered during a routine inspection. Our department is working with the owners as well as the Town Building Official and Fire Marshall’s office to ensure everything is safely installed prior to allowing use.
- Wolcott Sports Complex is no longer licensed and operated by an outside vendor. The Town of Wolcott now holds the license and operates the booth. CHD will be working with them in the future on other projects in town to license other concession stands through them.

d) Director of Health Report

- Grant Status:
  - Per Capita: Fiscal year 2020 Application submitted $92,905
  - Block Grant: Starts in October 2019 – Diabetes Prevention
  - Emergency Preparedness
    - R2 City Readiness Initiative (CRI)
      - LHD Budgets and Contracts delivered
      - Veoci Communications Software is operational
    - CHD PHEP
      - June 24/25 FSE Drill with thru put
      - Prospect will have this year’s drill March 2020
  - Opioid grants:
    - $10,000 completed August 2019
    - Approved for a Multi Health District Opioid Grant
  - Matter of Balance: Last Class Prospect October 8th.
- Meetings: NACCHO Conference
- Community Updates:
  - Chesprocott:
    - Revamping website.
    - Distributed Draft Annual Report Fiscal Year 2019 to the BOD – please review and provide input to Ms. Esposito.
    - Fraud Audit Results.
    - In case of an emergency impacting the CHD current office facility, Ms. Esposito discussed the need to relocate to alternative locations with the leadership of the 3 towns. Cheshire Town Manager Sean Kimball designated the Byam Road Fire Station. Prospect Mayor Chatfield designated the Prospect Community Center. The Wolcott location needs to be determined.
Cheshire: The Cheshire Town Council acknowledged CHD volunteers at their meeting September 17th; Ms. Esposito shared the certificate with the CHD BOD.

Prospect: Presenting Hidden in Plain Sight for Region 16

Wolcott: Planning Radon Program in Wolcott Public Schools

- Training:
- Staff:
- Executive Session: The Board of Directors adjourned to Executive Session at 7:31 p.m. to discuss Legal matters. Returned from Executive Session at 7:36 p.m.
- Continued updates:

VI. Committee Reports –

a) Finance Committee – Chairperson Maria Benvenuto.

Ms. Esposito reviewed the final Fiscal Year 2019 Profit and Loss statements and Balance Sheets, in addition to the Fiscal Year 2020 Profit and Loss statements and Balance Sheets year-to-date.

b) Personnel Committee – Chairperson Elizabeth Normand

No report.

IX. Old Business –

- None.

X. New Business –

- None

The next CHD Board of Director’s meeting will be held on Wednesday, October 16, 2019 at 6:00 p.m. at the Chesprocott Health District.

There being no other items to come before this meeting, Mr. Sima called for a motion to adjourn. **MOTION:** Lisa Davis moved for adjournment; seconded by Maria Benvenuto. **APPROVED.** Vote: Unanimous. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,  

Kathy Kirby  
Recording Clerk