

MINUTES OF THE BOARD OF HEALTH MEETING FOR THE NEWTOWN DISTRICT
DEPARTMENT OF HEALTH, TUESDAY, JUNE 26, 2018, at 2:30 PM at NEWTOWN
MUNICIPAL CENTER, LAND USE CONFERENCE ROOM, 3 PRIMROSE STREET,
NEWTOWN, CT 06470

PRESENT: Board Members: Dr. William Begg; Herb Rosenthal, Curtis Read, Bernie Meehan;
and staff Dr. Draper – Medical Advisor and Donna M. Culbert - Director of Health

I. Public Participation: No public participation.

II. Acceptance of Minutes of Previous Meetings - A motion was made by Curtis Read to accept the minutes from the BOH meeting on February 15, 2018. Seconded by Herb Rosenthal. Motion approved.

III. Reports of Officers and Director of Health

- 1. Change the Order of Agenda Items** – Ms. Culbert asked the Board members if she could move the BOH meeting agenda up in order to review New Business first as some members needed to leave the meeting early. Board members agreed.

IV. New Business

Board Officers - Appointment of BOH Members

Ms. Culbert explained that the following BOH member appointments will expire June 30, 2018: Dr. Grossman, Dr. Begg and Herb Rosenthal. Ms. Culbert asked Dr. Begg and Mr. Rosenthal if they would like to continue their appointment. Dr. Begg and Mr. Rosenthal both agreed to continue their positions as members of the BOH. Ms. Culbert stated that she will contact Dr. Grossman about his appointment and if he would like to continue as Chairman. Ms. Culbert noted that she had sent the BOH meeting notice and previous meeting minutes to Joan Crick and stated that her continuing as a member of the BOH is unknown. Mr. Rosenthal suggested contacting Mr. Gaston, the Borough Burgess. There was some discussion regarding the representation of the Borough. Ms. Culbert will follow up with Ms. Crick.

Financial Statement – Audit

Ms. Culbert explained to the BOH members that in an attempt to keep the HD budget requests to the member towns at a minimum as requested, the District has been utilizing Fund Balance to offset the shortfall between budgeted expenditures and budgeted revenue. In response to the audit statement that the District's net position decreased by approximately \$43,000, Ms. Culbert stated that the District had budgeted \$30,000 in Fund Balance for Fiscal Year 2017-18 and again for 2018-19 to offset the shortfall between budgeted expenses and budgeted revenue. In addition, there was a decrease in expected revenue this past fiscal year. Mr. Rosenthal asked what the Fund Balance was. Ms. Culbert replied approximately \$130,000.

Ms. Culbert expressed her interest in increasing fees, noting that the last time fees were increased was 2012. Ms. Culbert added that there are also new requirements for subsurface sewage disposal concerning water softeners and water treatment system discharges. Ms. Culbert stated that this has been a gray area in how different health district's/departments managed those systems. There are new State code requirements for a separate disposal system, but there is not a clearly defined process and the District needs to create an application permit and fee.

Dr. Begg explained that he is part of the Danbury Board of Health and that they are well below what their peers in other markets in southern Fairfield County are charging.

V. Executive Session

Ms. Culbert asked the BOH members to move into Executive Session stating the Executive Session would review Personnel, NHDEA contract and the DOH salary. Mr. Meehan made a motion to go into Executive Session. Seconded by Herb Rosenthal.

Executive Session ended at 3:25 p.m.

Dr. Begg made a motion to increase the DOH salary from \$93,550.00 to \$102,905.00, with the notation that this position has not received an increase in the last 5 years. Mr. Meehan seconded the motion. Motion approved.

Mr. Rosenthal commended Ms. Culbert for a job well done.

VI. Reports of Officers and Director of Health, New Business, continued

New Electric Vehicle

Ms. Culbert stated that she had been in conversation with Public Works regarding the new electric vehicle that has become part of the town's fleet. It was agreed that the Health District and Land Use Department would be the primary users of this vehicle. Ms. Culbert discussed using some of the Contingency or Transportation line item monies with Dr. Grossman and captured that understanding in a memo, attached. The total cost of the vehicle was \$35,092 and the Health District contribution was \$1,250 dollars. Bernie Meehan made a motion to utilize the Contingency line item to recognize this one-time expenditure. Seconded by Herb Rosenthal. Motion approved.

Septic Repairs and Wells

Dr. Draper asked if the Board could be supplied with a list of septic repairs and wells drilling permit applications for the last several years. Ms. Culbert agreed to provide one.

Substance Abuse/Opioids

Ms. Culbert explained to the BOH members that the Newtown Prevention Council and Parent Connection had put on two educational sessions regarding substance abuse/Opioids for seniors. Ms. Culbert stated the first session was held on May 4th at the Newtown Senior Center and was well attended by the senior population, however the second session, aimed at senior caregivers, was rescheduled due to the tornado, and attendance was lower than expected.

BOH members discussed the Opioid crisis and overdose rates. Dr. Draper asked if there are any kind of a markers to measure local (Newtown, Bridgewater, Roxbury) overdoses. Dr. Begg informed Dr. Draper and the other members that there are state regulations that will take effect January 2019 requiring reporting by local EMS responses. Dr. Begg added that locally Narcan usage by local EMS is being tracked. Dr. Draper suggested getting feedback from the Newtown Ambulance. Bernie Meehan added that querying local pharmacies regarding Narcan prescriptions might be helpful.

Ms. Culbert noted that the Connecticut Association of Directors of Health (CADH) appealed to the State legislators to make overdose incidents a reportable event. This was not successful. The Commissioner of Health has created a system to collect this information, but currently it is done on a county basis and stated he would like to get it down to a local level. BOH members agreed that this information would be useful.

Temporary Food Events

Ms. Culbert explained that the HD has seen an increase in the amount of Temporary Food Events in the last several years as evidenced on the attached Update of District Activity.

Joshua Heights

Ms. Culbert explained that the developer is continuing to pursue this project. The Health District has provided reviews that are data specific and factual, not emotional. As with all proposed projects, the Health District wants to ensure that this proposal does not exceed the carrying capacity of the property.

Medical Marijuana Dispensary

Dr. Draper asked about the status of the Medical Marijuana Dispensary proposal and commended Ms. Culbert's efforts in recommending denial. Mr. Rosenthal added that the First Selectman, Chief of Police, Director of Planning and the Health District were not in favor of the Dispensary, however, it passed 3-2. Mr. Meehan asked what motion passed. Ms. Culbert stated the motion was a text amendment that makes a medical marijuana dispensary an allowed use in a M-5 zone. Ms. Culbert explained that the way zoning in Newtown works is it is prohibitive unless it's specifically allowed. Ms. Culbert added that the second motion was for the specific property on Commerce Road in Newtown. It passed, but it does not mean that it is automatically going to be there; it has to be approved by the State.

Request for Refund

Ms. Culbert explained to the BOH members that an applicant for a food service license was seeking a refund for a Food Service License fee of \$150 that was paid for however the applicant ultimately did not pursue the operation in the 2017-18 license year. The payment also included a late fee of \$50.00. Mr. Meehan made a motion to refund the license application fee but not the late fee. Mr. Rosenthal seconded. Motion approved.

Newtown District Department of Health
Board of Health Meeting Minutes
June 26, 2018

The meeting was adjourned at 3:45 pm.

Submitted by:

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Newtown Health District
*serving the towns of
Bridgewater, Newtown
and Roxbury*

NEWTOWN DISTRICT DEPARTMENT OF HEALTH

April 20, 2018

TO: Robert Grossman, M.D., Chairman
Newtown Health District Board of Health

FROM: Donna M. Culbert, MPH, PE, RS
Director of Health

RE: New electric vehicle for Newtown fleet and Health District use

This memo serves as a follow-up to our conversation and documentation for the check request for Town of Newtown for \$1,250. The town of Newtown has acquired a new electric vehicle for its fleet.

When this was being considered by Dept. of Public Works, it was explained that it would be a good car for Suzette LeBlanc, Food Service Inspector, and Maureen Schaedler, Administrative Assistant, to use, as their travels are to places of business (not job sites with difficult terrain) and as such a car is more suitable than a truck for their use.

In addition to efficiency, the exposure of the car was considered. Suzette's work brings her to food service establishments and temporary events and she is a well-known and regarded Health District representative in the community. Maureen drives less in the community than Suzette, however, she conducts business at the bank and other locations regularly and is well-known and respected. Their utilization of this electric car would not only be a more efficient use of a fleet vehicle, it would also give great exposure to the newest addition.

I was asked if the Health District could help pay for the car - I explained that we do not have capital money in our budget, but we do have a line item for Transportation, for the leasing of the trucks and for mileage reimbursement. The total price of the car is \$35,092. A copy of the town's purchase order is attached.

I agreed to the Health District contributing \$1,250 to support the purchase and resulting use of the car, anticipating the amount will come from either the Transportation line or the Contingency line of the budget.

