

# North Central District Health Department

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- Windham - Town Hall, 979 Main Street, Willimantic, CT 06226 - (860) 465-3033 FAX 465-3032
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North Central District Health Department  
Minutes of Regular Meeting of April 8, 2015  
NCDHD Headquarters  
31 North Main Street  
Enfield, Connecticut 06082

**Members Present:** Chairman Diane Wheelock, Trish Vayda, Vic Mathieu, Maria Whelden, Faith Roebelen, David Skoczulek, and Matthew Maynard. Len Norton and Mary Ann Turner arrived at 7:05 p.m. Dianne Trueb arrived at 7:25 p.m.

**Members Absent:** Linda DeGray, Chris Howland, Fred Journalist, Mary Schwab, Mark Weston, and Catherine Gregory

**Also Present:** Michael S. Caronna, Interim Director of Health and Deborah A. Caronna, Director of Food & Institutional Services.

Following a determination of a quorum, Chairman Diane Wheelock called the meeting to order at 7:00 p.m.

## **Approval of Minutes of March 11, 2015**

Vic Mathieu made a motion, seconded by Maria Whelden, to approve the Minutes of March 11, 2015, as presented. The motion carried unanimously.

## **Resolution Honoring David Skoczulek**

Since this is to be David Skoczulek's last meeting, Michael Caronna read into the record the **attached** resolution honoring and thanking David for his commitment to the Board of Directors and service to the District as Vice Chairman, Chairman and Member since September 2008.

David accepted the Resolution and said a few words of farewell by mentioning he currently had the longest tenure of the current Board members and when he came on Board there was a lot of work to do and he believes the Board is not on the right path. He feels this Board has much potential and he will miss working with the Board but is available should he be needed for any guidance in the future. David then left the meeting at 7:10 p.m.

## **Communications**

Diane Wheelock informed the Board that the two members from Stafford - Lisa Lemire and Charles Grasso have resigned from the Board. Lisa has a new job out of state and Chuck's job is very time consuming. Diane also reported that Dawn Maselek, Human

Resources Director for the Town of Vernon, who lives in Stafford, has agreed to come on to the Board if accepted by the Town of Stafford. Mike Caronna will write a letter to Mr. Shuck, First Selectman of Stafford, giving him this information.

### **Discussion of CCAT Contract**

Paul Russell was unable to make tonight's meeting so Mary Ann Turner presented the information to the Board. The CCAT contract works on the same basis as our New Horizon phone contract. The technical problems will still go to Enfield IT but CCAT will be the home for all our servers. Our data storage system will be in the CCAT can in the Acloud@. Back-up of files has been poor to this point but with this contract we are more secure.

Paul Russell has to sign two contract with CCAT. Vic Mathieu made a motion, seconded by Len Norton to expend \$18,560, already earmarked for Enfield IT to facilitate migration of Office 365 and NCDHD Info System (Filemaker) to virtual environment. The motion carried unanimously.

Dianne Trueeb arrived at 7:25 p.m.

Vic Mathieu made a motion, seconded by Len Norton to expend \$9,600 from the 2015-2016 budget for virtual hosting of infrastructure. This money will not be spent until July 2015. Following discussion, the motion carried unanimously.

### **Open Items**

**Generator** - Michael Caronna reported that Claire Crane had researched our generator with three companies to look at and assess the generator we now have. We have a residential generator which will not be sufficient for our emergency needs. The companies were: Kinsley, Well Power, Newington Electric and Riley Electric who originally installed the generator. These companies were to give us a price to evaluate our electrical systems and find out exactly what is hooked up to the generator. Newington Electric came in with the best price and offer to evaluate all panels, identify what is on the general, flag and evaluate what is needed for \$2,100.

Diane Wheelock reported that we need someone who can give us information to make sure when we move downstairs that we are OSHA and ADA compliant. To that end, she will have the Vernon Public Works Director do a walk-through tomorrow evening. He is a former builder and we will ask him if these are good prices and we will get back to the Board next month with the results.

**Imageworks** - Michael Caronna reported he has been in touch with Imageworks and they are continuing to work on website design and within 30 days should have a live website.

In the meantime, Deb Mierzwa has been able to make some minor changes to our current website to make it a bit more current.

**BT Grant** - In last month's Minutes of the Board Meeting, there was a motion to allow the Interim Director of Health to hire a BT Coordinator to assist the BT Consultant to spend grant monies to meet the requirements of the grant. Subsequent to that meeting, another round of interviews were conducted and there were no viable candidates. So in the meantime, in-house staff came up with a punch-list of items to be done to enhance our abilities to meet emergency needs. We came up with a list with cost estimates and sent them to the State and during a conference call with the State they told us they may be able to get an extension of time for us to spend down the grant monies. They will get back to us by April 20<sup>th</sup> and we are working on the items the State did approve from our list.

**Filemaker Report** - Jim Lord is working with Deb Caronna on security of our Food Inspection reports. Also the Swimming Pool inspections are loaded onto the iPads and are being field tested beginning next week. We begin pool inspection in mid May and should be up and running smoothly by then. Also, next Jim is working on our Hotel/Motel database and that will be field tested in Windsor Locks in the near future.

**Tattoo Parlors** - Changes have been made in State law whereby Tattoo Technicians must get licensed by the State Health Department, similar to cosmetologists. Ten health department/districts were polled and five issue permit and require some compliance, some are doing inspection and some are still requiring doctor's letters. New Haven Health Department, Manchester Health Department and Northeast District Department of Health do nothing with tattoo parlors at this time. The fees charged range from \$50 to \$150. In our District we have approximately 13 tattoo parlors and in the past we required them to file a registration with us along with a \$100 fee and a letter from a doctor certifying the technicians were trained under his supervision. After discussion, it was decided that if we would be in compliance with State regulations, we should leave our registration of tattoo parlors as is and implement this as of May 1st.

**Grease Trap Inspections** - Deb Caronna reported that she had spoken to Kevin Schlatz and asked for additional information, Superintendent of Enfield WPCA but he has not gotten back to us.

**American Mulch and Stone** - Len Norton reported that the question of using Prot-A-Potties for this business has been resolved as they have connected to the public sewer.

**East Windsor Viewpoint** - We are now connected to East Windsor's system so we can process permit approvals from here in the office. The only thing is we cannot scan or send documents at this time but that will be corrected in the near future.

**Report of the Interim Director of Health**

**Mortgage Pay Off**

Our mortgage holder - Joseph Cimino - is very sick and is in a nursing home. His son, Joe Cimino, Jr., has contacted Michael Caronna and requested an early pay off of the mortgage in April 2015 instead of waiting for the first week of May 2015 when it is scheduled to be paid in full. The total we still owe is \$671.24 for May 2015 and the final lump sum payment of \$9,498. Mary Ann Turner made a motion, seconded by Trish Vayda, to pay off the mortgage a month early as requested by Joe Cimino, Jr. Following discussion, a friendly amendment was made to the motion by Mary Ann Turner offering to pay off the mortgage a month early for \$9,500 total. Len Norton seconded the amended motion. The motion carried with Faith Roebelen and Maria Whelden opposed.

**Budget Amendments**

Budget Amendment Request #25 - Mary Ann Turner made a motion, seconded by Trish Vayda, to take \$1,925 from Wages line item and transfer to Filemaker Program. The motion carried unanimously.

Maria Whelden mentioned that last month she had instructed Donna Fisher to move monies from Wages line item because we had a larger amount there than in the Contingency line item.

Budget Amendment Request #26 - Mary Ann Turner made a motion, seconded by Vic Mathieu, to take \$122 from Wages and transfer to Carbonite. The motion carried unanimously.

Budget Amendment Request #27 - Mary Ann Turner made a motion, seconded by Vic Mathieu, to take \$899 from Wages and transfer to Postage Meter Rental. The motion carried unanimously.

Budget Amendment Request #28 - Mary Ann Turner made a motion, seconded by Vic Mathieu, to take \$265 from Wages and transfer to Printing to cost of printing business cards for three new employees. During discussion, it was requested that we look into less expensive alternatives for printing of business cards. The motion carried unanimously.

Budget Amendment Request #29 - Mary Ann Turner made a motion, seconded by Vic Mathieu, to take \$1,575 from Wages and transfer to Contractual to pay for the Serv Safe Program Instructor. This contractual service is basically a pass through as we charge a fee for each class participant and that money is used to pay the instructor. Mary Ann Turner asked to put this item on hold until they could determine where the income was posted and not take the money from Wages.

Budget Amendment Request #30 - This request was put on hold. This money was earmarked out of our IT money.

Budget Amendment Request #31 - We greatly reduced the budget line item for Field Supplies and Deb Caronna explained that we bought thermometers and test strips, etc. earlier in the year. Mary Ann Turner made a motion, seconded by Vic Mathieu, to take \$233.40 from Other Field Expenses, \$21.93 from Field Supplies and \$80.67 from Wages for a total of \$336 and transfer to Field Supplies. The motion carried unanimously.

Budget Amendment Request #29 - Following discussion, Mary Ann Turner made a motion, seconded by Vic Mathieu, to take \$1,575 from Contingency and transfer to Contractual to pay Wheelwright Consultants. The motion carried unanimously. Mary Ann Turner requested Donna Fisher give an itemized accounting of Line Item #8000G and send to Diane Wheelock and Maria Whelden by e-mail.

Budget Amendment Request #32 - A motion was made by Len Norton and seconded by Trish Vayda, to take \$1,300 from Wages and transfer to Training to pay for staff to attend a Hoarding Conference and staff to attend a two day pool operator certification course. The motion carried unanimously.

Budget Amendment Request #33 - A motion was made by Mary Ann Turner, seconded by Len Norton, to take \$1,875 from Wages and transfer to Contractual to pay AMSTU for salon inspection services. The motion carried unanimously.

Budget Amendment Request #34 - A motion was made by Vic Mathieu, seconded by Len Norton to take \$1,325 from Office Expense Other (5590G) and transfer to Maintenance (5595G) to pay J&S Landscaping for plowing and salting. The motion carried unanimously.

Budget Amendment Request #30 - This request was changed to take \$376 from Office Expense Other (5590G) and transfer to Equipment - Office (6300G) as this was a more suitable way to expense the equipment for the IT closet upstairs. Vic Mathieu made a motion, seconded by Len Norton, to accept this request as presented. The motion carried unanimously.

Budget Amendment Request #35 - Diane Wheelock requested that we take \$379 from Contingency and transfer to Publications & Subscriptions to pay form Sanitarian Reference Manuals. Vic Mathieu made a motion, seconded by Len Norton to accept this request. The motion carried unanimously.

Mary Ann Turner requested that every one of the Budget Amendment Requests by brought back before her at the next meeting using the correct accounts.

### **Fire Protection System**

Received a quote for \$1,400 to perform a five year inspection of our dry suppression system upstairs and our wet suppression system downstairs. Michael Caronna contacted our Fire Marshal to see if this was required and was told yes this was required by law. The Fire Marshal also said we could look into reclassifying this building as it is no longer used for public assembly as it was when it was a restaurant and bar. He said he would work with us on this but the Board requested more information as to liability and insurance questions. This will be put on the Open Items list.

### **Network Domain Security Certificate**

Our current certificate is about to expire and we are looking to have to spend about \$923 for a three year contract that Enfield IT would have to load for us but it gives our network the protection that if the public accesses our network it will be secure against virus downloads. We will have to make Imageworks aware of this action. Mary Ann Turner requested that Mike Caronna go back to Donna Fisher and have her make sure this is budgeted and Maria Whelden suggested it be under IT security line item.

### **On-Line Payment - Electronic Checks**

Spoke with four vendors to get information for when our new website is up and running to allow payment on-line options. Still have much work to do on this subject. This should remain as an Open Item.

### **Business Credit Card**

Webster Bank has a new program where there is no annual fee for a business credit card and no one particular employee will be required to give personal information and be the guarantor for this card. We will need to develop a Purchase Card Policy. We need to cancel Amazon Prime when Credit Card is in use.

### **New Business**

We received a complaint from a customer who was dissatisfied with a stay at a Windsor Locks hotel and wanted our liability insurance information. We discussed this situation with Chris Howland and he suggested we send the request to our carrier. We spoke with Bob Hurd our insurance carrier, and he will investigate this to see if it is viable.

Mr. Butler is once again in 21 days in arrears of the court ordered payment for March. Robinson & Cole will file an affidavit to attach Mr. Butler's property and the sheriff could take Mr. Butler's car and sell it to pay the court ordered payment.

Donna Fisher has said she will have the quarterly report ready and present it at the May meeting of the Board.

We had a great kick-off for the Walkable and Bikeable Community in Suffield. Mark Fenton did a tour to see what the Town of Suffield had to offer and then he made a presentation to the Town Planner and other Town officials on how to improve on what they already have available in Suffield. Enfield, Windsor Locks and East Windsor had these tours done last year. Ellington requested we postpone their participation in this program and Vernon decided this was a duplication of programs already being worked on by the Town so they declined to participate. This will allow us to renegotiate our contract with Mark Fenton and allow us the funds to pay for the Bricks and additional Bike Racks.

Finally, we have a pot hole in our parking lot where the catch basin is developing into a sink hole. Through Mary Ann Turner, Enfield Public Works was asked to look at the hole in side parking lot, the developing hole by the catch basin in the back parking lot and to give a cost for a quick fix and a long term solution. Also asked them for price to do some curbing and for striping the driveway. The Town does not do curbing so some names were given to us to contact for information for that job.

The tree guy is coming on Saturday and he will be taking all bushes in front and cutting down some trees and cutting down trees in the back parking lot. After this has been completed, we will have to move on the phase where we have to put back some landscaping.

### **Committees**

No reports

### **Chairperson's Report**

The ad for Director of Health has been sent out to the State of Connecticut and professional organizations. We would like to get all applications to all Board members and take the consensus of the top peoples. The end date for this is the end of May, 2015.

Mary Ann Turner made a motion, seconded by Faith Roebelen, to extend our temporary person, Claire Crane, to the end of the fiscal year. The motion carried unanimously.

### **Adjournment**

Vic Mathieu made a motion, seconded by Len Norton, to adjourn. The motion carried unanimously and the meeting adjourned at 9:25 p.m.

Respectfully submitted

Michael S. Caronna, MPH, R.S.  
Interim Director of Health

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