DATE: December 14th, 2016
TIME: 12:00 P.M
LOCATION: Manchester Public Works  321 Olcott St. Manchester, CT


1. Call to Order
   - The meeting was called to order by President Matt Payne at 12:04 pm

2. Motion to Approve the Agenda
   - Motion to approve the agenda by Maryam Hosseini 2nd Scott Cook.

3. Secretary’s Report ( Matt Payne in lieu of Luigi Sartori)
   - Corrections were made to September 29th, 2016 board meeting minutes.
     - Jessica Fletcher said that Christine Applewhite is chair to the CFP committee, not the FDA.
     - Scott said that minutes should have the location in which the meeting was held.
     - Jeff Polhemus discussed a report on water backwash for DPH.
   - Approval of minutes from September 29th, 2016 board meeting minutes as amended today motioned by Jessica Fletcher 2nd Eloise Hazelwood. Vote Passed.

4. Treasurer’s Report ( Scott Cook)
   - Scott Cook provided all members a balance sheet as of 12/14/2016. CEHA’s current total including paypal account is $88,477.26
   - Scott is in the process of making a budget for 2015-2016 & 2016-2017 fiscal years. Budget was not made for last year.
   - Scott also provided a 2016 Yankee Conference Profit and Loss statement. There was a loss of 2,980.34 from the Yankee Conference. Eloise Hazelwood mentioned that she thought that there was a net profit from the conference. Scott mentioned that costs increased from the last time CT hosted the Yankee Conference.
   - Approval of treasurer’s report motioned by Phyllis Amodio 2nd Maryam Hosseini. Vote Passed.

5. President’s Report ( Matt Payne)
   - Matt stated that there were no applications received by the deadline for the vacant Vice President position. Jessica Fletcher was the only person to hand their application in after the deadline.
• There was a long discussion on how we should handle accepting a nomination after the deadline has passed. Eloise Hazelwood suggested that the nominations committee caucus to discuss.
  o Phyllis Amodio, Matt Payne, and Stacey Herbette had a side discussion on the nominations of Jessica Fletcher and Luigi Sartori.
• Phyllis Amodio motioned to accept the late applications for Jessica Fletcher (VP) and Luigi Sartori (Secretary) as appointed by the board. 2nd Maryam Hosseini.
  o Scott made an amendment to remove Jessica out of the motion and have a separate motion for her position and to appoint the rest of the slate (Luigi Sartori, Kevin Elak, Mindy Chambrelli, and Heather Oatis.) Motion Amended. Vote Passed.
• Eloise Hazelwood made motion to elect Special Election Nomination Jessica Fletcher as Vice President. 2nd Scott Cook. Vote Passed.
  o Amanda Clark (guest) started to talk about 2017 soils training, but had to leave meeting early.
  o Matt talked about the future of CEHA in regards to what happens to the organization if the health departments are regionalized. Matt is also looking into creating a vision statement for CEHA.
  o Stacey Herbette is updating bi-laws and policy manual. She is also looking to update bi-laws to discuss protocol for special elections.
6. Standing Committee Reports
  o Education (Debbie Schober)
    • Private Well Training is scheduled for January 17th, 2017 located at the Wallingford Public Library. So far 20 people have signed up for training. Max of 50 people can attend.
    • Debbie is looking at options for holding a CPO training class. She contacted Bluewave Pool and their fee is $310 per person. Board discussed finding a cheaper facility. Debbie will contact Barkley for a price.
  o Legislation (Liz Kavanah)
    • Liz was absent. Matt will discuss her report later on in the meeting.
  o Memberships (Maryam Hosseini)
    • Renewals of memberships are coming in for January. Maryam currently has received $1,240.00 in membership dues.
  o Nomination/ Elections (Kevin Elak)
    • Kevin introduced himself to the entire board.
  o Publicity/ Newsletter (Jeff Catlett & Heather Oatis)
• Fall 2016 newsletter went out, all members should have received. Winter 2017 newsletter will be coming out Jan. 2017
• Heather Oastis introduced herself to the board.
• Matt Payne is still maintaining the website. Jeff and Heather each has ½ of vote.
• Discussion about bringing back CEHA’s facebook page
  o Scholarship/ Awards (Eloise Hazelwood)
    • Eloise sent out letters to local colleges to recruit students majoring in public health related majors to apply to scholarships.
    • Eloise is to look at application for scholarships to see if we can update to be more user-friendly.
    • No awards were given out this year.
    • Several people donated to the scholarships, and Eloise has sent out thank you letters.

7. Technical Advisory Committee Reports.
   • Housing/ Lead (N/A)
     o Nothing to report.
   • Food (Mindy Chambrelli)
     o Mindy introduced herself to the board.
   • Subsurface Advisory (Jeff Polhemus)
     o Jeff talked about planning 2017 soils training. He informed the board that soils training happens every 2 years.
     o Peter Fletcher has agreed to be the guest speaker again for the training.
     o Discussion of possible changing the location of training. Past trainings were held at sessions woods.
     o Past costs have been $75 for member/$125 non-members. Costs for 2017 training may be $100 members/$150 non-members.
     o No tech standard revisions for 2017.
   • Water (Don Kendrick & John Deckert)
     o Don discussed that a private well conference is taking place March 23rd, 2017 at Goodwin College. Its free to attend the conference, but planning committee for the private well conference asked if CEHA can partner with donating money for lunch.

8. Yankee Conference Update (Scott Cook)
   • Scott attended the most recent Board of Directors meeting. 2017 Yankee conference will be in Newport, Rhode Island at the Newport Harbor Hotel on October 4th and 5th. Scott said rates for hotel for that Wednesday and Thursday is $171 + 8 % sales tax. Thursday night’s rate is $350.
   • Cost to attend full conference is roughly $300.
There will be no evening banquet at next year’s Yankee Conference.