Minutes with attachments, as corrected and accepted at the Board meeting of January 9, 2019

Meeting: Regular Board Monthly  
Date: 12/12/2018  
Location: Middletown South Fire District, 445 Randolph Rd, Middletown

1. Call to Order: 12:02, J. Fletcher, President
2. Agenda approved, no changes or additions.
3. Roll Call: Introductions. Roster of Attendees attached (1)
4. Guests: Brianna Britos-Swain, Uncas HD, Steve Maskara, Yankee Conference Board, Vicky Carrier, DPH
5. New Board Members and Committee Chairs approval:
7. Appointment of Secretary: Charles Motes. Motion by S. Cook, 2nd by Kevin Elak. Vote carried.
8. President’s Report, J. Fletcher:
   a. Review: 2019 meeting dates (contained in prior email), attendance, expectations. Meetings will return to a more formal format, with the outcome that all attendees will have a fair chance of participation. Charles Motes is the Parliamentarian. Robert’s Rules of Order will be utilized. Meetings will end on time, at 3:00 pm. (Meetings will commence at 12:00 noon.) Please wait to be recognized by the Chair before speaking, to reduce multiple voices and confusion. Be respectful of each other.
   b. Monthly meetings of the Board and Chairs will be the 2nd Wednesday of the month. Please inform Jessica if you cannot be present.
   c. Annual Meeting in November: 84 persons present. Presentations and subjects were very good.
   d. 2019 CEHA Annual Meeting. It is scheduled for Friday, November 1, 2019, at St Clement’s Castle facility in Portland.
   e. Meeting minutes of the 2018 Annual meeting: An audio file was sent to the new Secretary. The audio was of poor quality and only a partial set of notes was able to be transcribed.
9. Secretary’s Report:
   a. Because the audio file received was blurred, only partial minutes could be transcribed. Jessica has a copy. It will be forwarded to Board members for possible additions and corrections to be sent to the Secretary at motesc@comcast.net Subject: November Minutes. Comments and additions will be included in a final draft for the next Board meeting.
   b. Approval of Minutes for the October meeting is outstanding, therefore Minutes of October, November and December 2018 will be listed for action at the January 2019 meeting.
10. Treasurer’s Report:
   a. Printed report was provided by Scott Cook, and is filed as a part of the Minutes (2). Scott provided a detailed report of Account Balances, Transaction sheets and Banking Summary. The Total Account Balance reported as of December 12, 2018 is: $98,507.93.
   b. A Proposed Budget for the current Fiscal Year (1 October 2018 – September 2019) was presented and a detailed explanation of incomes and expenses proposed for the year
was given by Scott. There were no clarifications requested. Motion was made to accept the Treasurer’s Report was made by Scott Cook, Seconded by Phyllis Amodio. Motion was passed by the vote.

11. Standing Committee Reports:
   a. Education-Diane Harding: She is learning about the duties, making connections with experienced people, and would like to see presentations at a different level of knowledge and experiences. Field experience, operational experience? Suggested possible half-day and entire day sessions, and more than one subject in a session. She is looking for alternative topics, and a possible survey of members’ interests. Discussion ensued concerning topics, schedules, arranging assistance from others, and coordination with other Committee chairs and organizations.
   b. Legislative Committee-Elizabeth Kavanah: She is not sure what’s on the state docket yet (early). Elizabeth is requesting members to sit on her Committee and assist with tracking legislation which might affect CEHA and its members.
   c. Membership-Maryam Hosseini: Membership renewals are coming in. Commentary concerning coordinating with the Treasurer and updating the membership roster.
   d. Nomination/Elections-Debbie Schober: No nominations at this time. All positions are filled.
   e. Publicity/Newsletter/Website-Heather Oatis: There were no postings for October on the web. Next month’s meeting will make the minutes available for posting, once approved by the Board. She is creating a monthly Events page for the Website. Members and Chairs should get any announcements to her for posting. Any messages to members and material for the Newsletter need to be sent to Heather for inclusion. Heather asked about re-starting the Online Store. There was conversation and suggestions were offered. The comments were favorable. Phyllis Amodio moved to re-open the Online Store and advertise in the newsletter. (Possible materials scarves, bags, shirts, etc.) Seconded by Jeff Polhemus. Motion passed.
   f. Scholarships/Awards-Erica Mikulak: She will be starting the advertising and search in the Spring of 2019. Nominations/Applications and discussion will take place through the Summer with decisions in September. Awards will take place in November (Annual Meeting).

12. 1:25 – Ten Minute Break
13. 1:35 Recommence
14. Technical Committees:
   a. Housing/Lead-Brian Falkner: Brian recently presented at Sessions Woods, and may be conducting additional presentations in the near future.
   b. Food Safety-Rick Petersen: He expects to work with the Education Committee and coordinate with others to get as many people Certified as possible. Norma Jarrett (Stamford HD) is a Co-Chair of this Committee.
   c. Subsurface Sewage-Jeff Polhemus: Jeff is meeting with a group of other interested parties within a matter of days. He noted that there is discussion of a need for additional mandatory training and CEUs for inspectors. The only mandated training currently is Phase I and Phase II, which are one-time courses, although inspectors are encouraged to retake the courses periodically. It was noted that additional mandatory training might cause a need for additional staff at DPH.
   d. Water-Don Kendrick/Steve Knauf. Vicky Carrier from DPH: An emerging issue at state and local level is the pollution of private (and concern about public supplies) water supplies with chlorides. This has been an issue that has been developing over many
years, involving local Health, state Health and DEEP. Because of use of “salt” compounds on roads and highways by municipal and state Highway Departments, new instances of chloride contamination of water supplies are occurring, and there is concern about additional contamination in the future. This is a complex topic, and the DPH Water Section is suggesting meetings of experts and interested parties to address the subject. A draft proposal for Partnership between CEHA and DPH (attached)(3) was provided to suggest a Stakeholder Taskforce meeting in the near future. Discussion ensued, resulting in an agreement that the Water Committee will work with DPH to start planning for a meeting early in 2019. Subject matter to include but not be limited to topics, registration, invitations, refreshments, minutes, records, report. More to follow.

15. There was no Old Business (Item not listed in Agenda)

16. New Business:
   a. 2019 CEHA Budget-Scott Cook. A short summary was presented by Scott. The proposed Budget for 2018-2019 is filed with the Treasurer’s Report in these Minutes (2). Motion to Approve the Budget for 2018-2019 was made by Brian Falkner and Seconded by Maryam Hosseini. The Motion carried.

   b. A new Ad Hoc Committee concerning Cosmetology was proposed by Mindy Chambrelli. There are unregulated activities surrounding hair styling which raise safety and health issues (chemicals used). It was suggested during the conversation that followed that this could result in another Technical Committee covering a number of services such as Tattoo, Hair, Nails, Massage, etc. in the future, and that the matter deserved serious research and consideration. The President formed an Ad Hoc Committee for Cosmetology that will last for six months (December 12, 2018 to June 2019) -and report to the Board their findings and conclusions at the June 2019 Board meeting. Mindy was appointed Committee Chair. The motion to confirm Committee and Chair was made by Chuck Motes, and seconded by Scott Cook. Motion passed.

   c. Food Advisory Committee-Mindy Chambrelli: Alternates may be needed for this DPH Advisory Committee. Following discussion, the currently active and appointed (by DPH) members from CEHA will suffice. It was noted that the matter will be listed under OLD BUSINESS for the January, 2019 meeting.

   d. Yankee Conference-Scott Cook: Scott gave a short presentation on the current standing of the Yankee Conference for 2019, and that he serves as the Y.C. Board of Directors Chair for the coming year.

17. Adjournment: 3:01

Respectfully submitted:

Charles I. Motes, Jr.
Secretary