



Westport Weston
Health District

BUDGET PUBLIC HEARING AND REGULAR MEETING

WWHD BOARD OF DIRECTORS

June 13, 2016

Subject to change until approval by Board of Directors

The Regular Meeting was called to order by Chairman Otis Crawford at 7:30 pm. The following voting Board Members were present: Chairman Otis Crawford; Vice Chairman Keith Stein, Director Ian Lewis, Director Catherine Revzon and Director Wendy Stahl.

Also present were: Mark A.R. Cooper, Director of Health, John Cimarosa, Director of Finance and Special Projects, and Dr. Steinman, Medical Advisor.

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the April 11, 2016 Minutes. Being no questions or comments, on a motion made by Director Lewis and seconded by Director Revzon, the April 11, 2016 Minutes were approved. Chairman Crawford voted yes, Vice Chairman Stein voted yes, Director Lewis voted yes, Director Revzon voted yes and Director Stahl voted yes.

Motion was approved 5 to 0.

Correspondence

Mr. Cooper noted that there has not been a lot of general correspondence lately but put in each Director's meeting packet a copy of the May Emergency Management's Activities Report because it addresses Zika virus. Even though there has not been a lot of calls regarding the Zika Virus, the topic is all over the national media and this information may be helpful.

Chairman Crawford asked if the Director of Emergency Management, Michael Vincelli, is now limited to about ten hours per week and whether he would be involved in the Insect and Tickborne Disease Task Force. Mr. Cooper responded that yes, the Director of Emergency Management would likely be involved in the Task Force's work, but his time would be limited due to budgetary constraints and to the task(s) he would be needed for.

There was general discussion on the Insect and Tickborne Disease Task Force and what its mission will be. Directors reviewed the meeting packet containing detailed information on the Zika Virus.

Director of Health Report

Mr. Cooper noted the addition of a new column of data on the standard monthly operational reports. At the Board's request, last previous year's total was added for each activity analysis item. All data in the analysis is on a fiscal year bases and starts clean each July 1.

The Board reviewed the Operating Reports for April and May. Mr. Cooper also noted the inclusion of a new report (April and May Plan Submittals). He is doing this to better monitor the number and kinds of plans being submitted to the District for review. Part of the intent is to be able to know better when to authorize some overtime to keep plan reviews moving and when to get back to a regular schedule. Although permit activity has always been monitored on a monthly basis, Mr. Cooper indicated that doing so weekly gives him a better sense of what is being built and where.

Mr. Cimarosa provided a summary of the April Operating Expense Report. He noted the April report appears to show the District collected \$126,000 less than the year before. He indicated that this is misleading; it only appears that way because the payment from Westport did come in before the report was written.

Infrastructure Discussion

Mr. Cimarosa noted that the District has been having some problems with its telephone lines. In contacting the system's service provider it was determined that the issues were with the District's equipment, not the outside phone lines. The system was bought about eleven years ago from AT&T. The company that manufactured the equipment has gone out of business. It is getting more difficult to find parts when needed for repair. Frontier has offered the Health District a proposal to lease all new equipment, using existing wiring, for two hundred ninety-seven dollars a month for five years, including maintenance.

Vice Chairman Stein asked if there were any upfront costs. Mr. Cimarosa responded that there would be a five hundred dollar down payment. Vice Chairman Stein asked if the cost for the current system is just two thousand dollars per year or were there any upfront costs. Mr. Cimarosa responded that it cost eighteen thousand dollars and that this new system will cost about thirteen thousand dollars.

Director Stahl asked what the capital and operating costs would be. Mr. Cimarosa responded that the WWHD would be leasing the equipment for five years. At the end of the leasing period the WWHD can re-new the lease and continue to use the same equipment or the company can replace the equipment. The contract also specifies that if better equipment or technologies are developed, the company would replace what the WWHD has.

Vice Chairman Stein clarified that there would be a five hundred dollar down payment and then it would cost three hundred dollars a month for five years which would include equipment lease and maintenance.

Director Stahl recommended that the town's be consulted as to who their equipment and service provider is. She felt there would be more leverage if the WWHD were part of a larger contract as a second location for either Westport or Weston.

Mr. Cimarosa responded that it would be simple enough to find out who each town uses for telephone services.

There was general discussion on rate plans, service terms, and performance criteria.

Director Stahl asked who is the WWHD's internet provider. Mr. Cimarosa indicated the WWHD has a contract with RECOL to provide ISP service. He explained that the WWHD is in the process of evaluating a cloud based land use software program that will require an upgrade of WWHD upload capability for larger documents and maps. At the suggestion of Westport's IT Director, the WWHD has been in contact with the company that provides fiber optic connections for educational, fire, and police organizations across the state at a very good price. It appears that it could cost about twenty-seven thousand dollars to run a fiber optic cable to the WWHD and connect to the system.

There was general discussion on computer based land use permitting systems that Westport is looking at. Currently Weston uses an older version of the program. Having Weston and Westport using compatible systems would be ideal for the WWHD to integrate files and records. Such a system would make it easier for the public to access records and work their way through the permitting system. Ultimately, the town of Westport will need to decide if they are going to move forward with a new land use permitting software system, if they do, it will require the WWHD to upgrade some of its equipment and invest in some it currently does not have. One such piece of equipment would be a large format scanner to be able to digitalize large maps to put them in the cloud.

Vice Chairman Stein commented that in the long term a computerized land use permitting system seems to make sense. Mr. Cooper added that of all the systems he has checked out, this one seems very user friendly both for staff and the public.

By consensus it was decided to table further discussion on the computer based land use permitting system until the towns moved forward with their projects and take no action on the phone system upgrade until more information was obtained from the towns on who provides their service plans and see if the WWHD can get better terms.

Any Other Business

Chairman Crawford stated that Board members had asked about salary increases and employee evaluations during the budget preparation meetings. He asked if there could be a discussion on personnel.

Mr. Cooper responded affirmatively, noting that that would involve discussing personnel matters, a subject best done in Executive Session.

Chairman Crawford stated that before doing that, he asked if there was any other business to come before the Board. There was none.

Vice Chairman Stein asked if there were any medical questions for Dr. Steinman. Dr. Steinman asked if there was anything anyone wanted to know. Vice Chairman Stein asked if the WWHD was getting a lot of questions about the Zika Virus.

Mr. Cooper responded that after an initial flurry of calls, not so much lately. He has met with First Selectwoman Daniels and First Selectman Marpe to discuss the formation of a taskforce being suggested by the State Commissioner of Health, Dr. Pino. Rather than call it the Zika Taskforce, it will be called the Insect and Tick borne Disease Taskforce to broaden its scope.

There was general discussion on mosquito and tick borne diseases, efforts and communicating the potential risk to residents and the available information for dissemination. Vice Chairman Stein asked if the WWHD has informational brochures ready to hand out. Mr. Cooper responded by saying that the WWHD has not printed any in part because the information coming from the CDC and State Health Department continues to evolve, but that all the current information from the CDC and State Health Department are available online. He noted that the national and local media were putting out a lot of information.

Dr. Steinman added that rather than focus on just Zika control, the WWHD should concentrate on generic mosquito control because of other concerns like West Nile Virus. Prudent mosquito control means people should be doing a number of things to protect against mosquito bites. He noted that in terms of mosquito repellants, all deet is effective, twenty percent deet is as effective as 100% deet, the difference in concentration determines how frequently one has to apply it. The lower the concentration of deet, the more frequently one has to re-apply it.

He noted that a troublesome fact about the mosquito that spreads the Zika Virus is that they feed and will bite at any time of the day, not just at dawn and dusk, as opposed to malaria carrying mosquitoes. Good mosquito control is the name of the game because mosquitoes can carry a number of illnesses that harm millions of people around the globe.

Chairman Crawford asked if there were any additional questions of Dr. Steinman. There were none.

On a motion by Vice Chairman Stein and seconded by Director Stahl, the Board went into Executive Session to discuss personnel evaluations and salary increases.

Chairman Crawford voted yes; Vice Chairman Stein voted yes; Director Lewis voted yes, Director Revzon voted yes, and Director Stahl voted yes.

Motion was approved 5 to 0

By consensus, Chairman Crawford declared the Executive Session over and resumed an open meeting.

On a motion by Director Lewis and seconded by Director Stahl, the Board authorized a 1.7% cost of living increase in staff salaries and the upgrading of two positions at the discretion of the Director of Health , based on acceptable performance evaluations.

Chairman Crawford voted yes; Vice Chairman Stein voted yes; Director Lewis voted yes, Director Revzon voted yes, and Director Stahl voted yes.

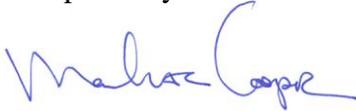
Motion was approved 5 to 0

Being no additional business, on a motion by Director Stahl and seconded by Vice Chairman Stein, it was voted to adjourn the meeting at 8:50 pm.

Chairman Crawford voted yes; Vice Chairman Stein voted yes; Director Lewis voted yes, Director Revzon voted yes, and Director Stahl voted yes

Motion was approved 5 to 0

Respectfully submitted



Mark A.R. Cooper Director of Health
Westport Weston Health District