



**Norwalk Board of Health
November 28, 2018
6:00 PM
Library**

**Public Hearing
Minutes**

Public Comment on Proposed Fee Schedule

Ms. D’Amore opened the public hearing at 6:04 PM. She said that this public hearing is to consider proposed changes to permit and license fees. Ms. D’Amore presented the proposed 2019 Environmental Fees. There were no members of the public present to comment. She said she received a phone call from resident Diane Cece this evening about the fees. She requested holding the comment period open until the end of the week so that she could submit comments in writing. Ms. D’Amore said she expressed concerns over the impact of fees on small business owners and had questions about the lower fees for Weights & Measures. Board members discussed the process for setting fees and how they are calculated based on the cost to provide services. Mr. Closter discussed the Weights & Measures fees and how they are different because they are per device. A facility could have multiple devices that they pay fees for.

The hearing ended at 6:07 PM

**Monthly Meeting
Minutes**

Call to order at 6:07 PM Present:

Board of Health –Theresa Quell, PhD, RN, Norman Weinberger, MD, Janet Karpiak, M.D
Staff – Tom Closter, Environmental Services Director, Deanna D’Amore, Director of Health, Megan DiMeglio, Project Coordinator
Public: Dana Stumph – Student from University of Bridgeport

Action on Proposed Fees- A motion was made by Dr. Weinberger and seconded by Dr. Quell to approve the proposed changes in environmental fees. The motion passed unanimously.

Approval of the October 23, 2018 meeting minutes – Dr. Weinberger moved and Dr. Quell seconded a motion to approve the minutes. The minutes passed unanimously.

Director's Report

- UCONN Nursing Students- Four UConn nursing students have been interning at the health department this month and are working on a pedestrian project and a needle disposal education project.
- Muncity Environmental Health Software- Ms. D'Amore gave an update on the software system and an upcoming meeting with staff and the developers.
- Community Wellbeing Survey- Ms. D'Amore presented some of the preliminary results from the 2018 statewide Community Wellbeing Survey. She explained we are still waiting for the results for Norwalk.
- Noise Ordinance- Ms. D'Amore shared that she will attend the Ordinance Committee meeting this evening that is being held to discuss proposed changes to the Noise Ordinance.
- Plastic Bag Ban Ordinance- Ms. D'Amore gave an update on discussions related to enforcement of the proposed Plastic Bag Ban Ordinance.
- Ms. D'Amore said that nine health department staff attended the Freedom of Information Act Training held in City Hall two weeks ago.
- Noise Variance- Ms. D'Amore stated she granted a new noise variance for the SoNo Mall Collection construction site that is similar to others granted in the past.
- National Association of Local Boards of Health membership- The board will not renew membership because they are not receiving enough value from it to justify the cost.

Lighthouse Awards

Mr. Closter presented the 2018 list of establishments that received a Lighthouse award this year. Two hundred and fourteen food establishments received the award this year, out of 435 eligible establishments. Ms. D'Amore asked Board members to recommend a location to host this year's presentation. The health department will work to coordinate a date and time for the ceremony.

Vaping & Housing Authority No Smoking Policy

Ms. D'Amore presented the Housing Authority No Smoking Policy. Previously the board supported the policy. The Housing Authority is looking to update and include vaping within the policy. Ms. D'Amore asked if the board would like to submit a letter of support from the board and director of health to the Norwalk Housing Authority for incorporating vaping into their no smoking policy. A motion was made by Dr. Karpiak and seconded Dr. Quell to approve a letter of support to the Housing Authority on the No Smoking Policy.

Strategic Plan Update Process

Ms. D'Amore presented an update on the 2017 – 2018 strategic plan implementation. Ms. D'Amore highlighted all of the organizational changes that have occurred in the department since adoption of the plan. She presented a dashboard and spreadsheet that summarized implementation progress. Of the 25 activities/strategies within the three goals and nine objectives, three are completed, fourteen are on target and ongoing, and eight are in progress but not yet completed. It was proposed to postpone the full update for another year, and instead work internally with the staff to update the work plan and bring that back to the Board for feedback. After another year, a consultant will be brought back in to facilitate a SWOT analysis and development of new goals, objectives, strategies, and measures.

Regional Emergency Preparedness Update

The state health department is looking to reduce the number of Mass Dispensing Area leads from 41 to a range from 5 – 15 (1 to 3 per region, 5 regions in state). The board discussed reasons why Norwalk should be one of these leads.

2019 Board of Health Schedule

Ms. D'Amore presented the proposed 2019 Board of Health Schedule. Ms. D'Amore will send the schedule to the City Clerk's office.

Adjourn at 6:45 PM