

March 27, 2017

The Stonington Board of Selectmen held a Joint Special Meeting with the Borough of Stonington Board of Warden & Burgesses on this date at the Stonington High School Commons at 7:00 p.m. Present were First Selectman Rob Simmons, Selectman Mike Spellman, Selectwoman Kate Rotella. Also present were members of the Board of Warden and Burgesses; Mr. Jeff Callahan, Ms. Amy Nicholas, Mr. Howard Park and Ms. Karen Von Ruffer Hills as well as the public.

**(1) Call to Order**

Mr. Simmons called the meeting to order at 7:00 p.m.

**(2) Pledge of Allegiance**

**(3) Correspondence**

- Mr. Simmons took in correspondence from Ms. Kyla Adams in support of the Town of Stonington joining Ledge Light Health District.
- Mr. Simmons took in correspondence from Mr. Steve Turner in support of the Town of Stonington joining Ledge Light Health District.
- Mr. Simmons took in correspondence from Mr. Adam Young in support of the Town of Stonington joining Ledge Light Health District.
- Mr. Simmons stated he received a phone call from Mr. Mark Oefinger, Groton Town Manager, prior to the meeting in support of the Town of Stonington joining Ledge Light Health District.

**(4) Public Hearing – Discussion regarding the possibility of the Town of Stonington and Stonington Borough joining Ledge Light Health District**

Mr. Simmons stated that the reason for the hearing was due to retirement notices from the Sanitarian and Health Official. Mr. Simmons added that with the summer season upcoming and over 150 food service outlets and other food events, the Town acted quickly to solicit proposals of interests. The most substantial proposal was from Ledge Light Health District. Mr. Simmons asked if any members had comments before the presentation. No members had comments.

Mr. Steve Mansfield, Director of Health for Ledge Light Health District, gave a presentation regarding the benefits of joining Ledge Light Health District, a copy of which is attached to these minutes as Attachment "1".

Mr. Callahan asked if the Sanitarian from Ledge Light will also oversee permits, for example, how someone would secure a permit for a septic system. Mr. Mansfield replied that Ledge Light offers an online permitting system or it could be done at the Town Hall. Mr. Mansfield stated that Ledge Light would rely on the department staff within the Town Hall to assist when needed just as the former Sanitarian would have done.

Mr. Callahan asked for an example of 24/7 coverage and why someone would be contacting Ledge Light after hours. Mr. Mansfield stated the 24/7 coverage does receive several phone calls. Mr. Mansfield added as an example they would be contacted after hours if an infectious disease outbreak happened or if a fire in a restaurant occurred. Mr. Mansfield stated that in both instances someone from Ledge Light would be onsite quickly to follow protocols set in place based on the issue.

Mr. Park asked for an example of the environmental fees. Mr. Mansfield reviewed the fee schedule, a copy of which is attached to these minutes in the Information Packet, as Attachment "2".

Mr. Simmons reviewed a few areas within the draft agreement that he thought needed to be updated. Mr. Mansfield stated that he had updated the document prior to the meeting and was waiting until after the hearing to forward.

Mr. Simmons referred to the area of the draft agreement which states that the Town can appoint representatives to the District Board of Directors and questioned how many representatives could participate. Mr. Mansfield stated that the Town would get one representative for every 10,000 in the town's population. Mr. Mansfield added that based on population numbers the Town would get to appoint two representatives and the Borough would get to appoint one.

Mr. Spellman stated that he met with Mr. Mansfield previously and that he believed the cost of Ledge Light would be less than what the Town is paying currently. Mr. Mansfield stated the cost for 2017-2018 would be approximately \$50,000 less than what it would cost to fill the current vacancies.

Mr. Spellman asked if there would be any dramatic increase to their rates. Mr. Mansfield stated they have the same per capita rate as they had ten years ago. Mr. Mansfield added that last year's increase was 1.5% and this year was 1%.

Mrs. Rotella stated that she met with Mr. Mansfield previously and wanted to reiterate that most of the restaurants establishments have Class 4 Licenses which are based on number of seats. Mr. Mansfield stated that his understanding was that the Town of Stonington bases the licenses fees on the number of seats and not the license classification. Mr. Mansfield added that Ledge Light, as well as the rest of the state, base the license fee on the classification of the license. Mrs. Rotella stated that she believed the agreement was structured so that license fees would not be raised for a certain amount of time. Mr. Mansfield stated that he believed the fees would not be raised until June, 2018.

Mr. Simmons stated that Mr. Vincent Pacileo, Director of Administration, negotiated the contract with Ledge Light Health District. Mr. Pacileo stated that if the Town tried to replace the Sanitarian and Health Official it would be at a cost of approximately \$50,000 more than the current cost. Mr. Pacileo added that a year transition has been built into the Ledge Light contract which will allow people to get accustomed to the Ledge Light staff and the change in fees.

Mr. Mansfield stated that the State of Connecticut would provide Ledge Light with the entire 2016-2017 per capita contribution of approximately \$30,000 if the Town of Stonington joins the health district before June 30, 2017. Mr. Mansfield added that Ledge Light would split that contribution with the Town of Stonington.

Mr. Simmons asked if any member of the public wished to testify for or against the proposal. No members of the public wanted to testify.

**(5) Approval of joining Ledge Light Health District**

A motion was made by Mr. Callahan, seconded by Mr. Simmons and voted unanimously to join the Ledge Light Health District and move the issue to a Special Town Meeting to be held on Tuesday, April 11, 2017, and the Borough Legislative body.

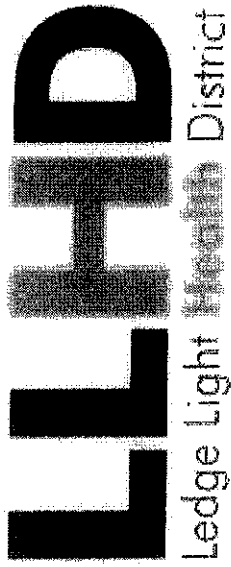
In discussion, Mr. Simmons stated that the draft agreement would be edited, updated and a final version would be presented at the Special Town Meeting. With no further discussion, the motion carried.

**(6) Adjourn**

There being no further business to come before this Board, the meeting was adjourned at 7:38 p.m.

A handwritten signature in cursive script that reads "Stacey Haskell".

Stacey Haskell  
Recording Secretary



Promoting  
healthy  
communities

**Stephen Mansfield REHS, MPH**  
**Director of Health**

# Public Health

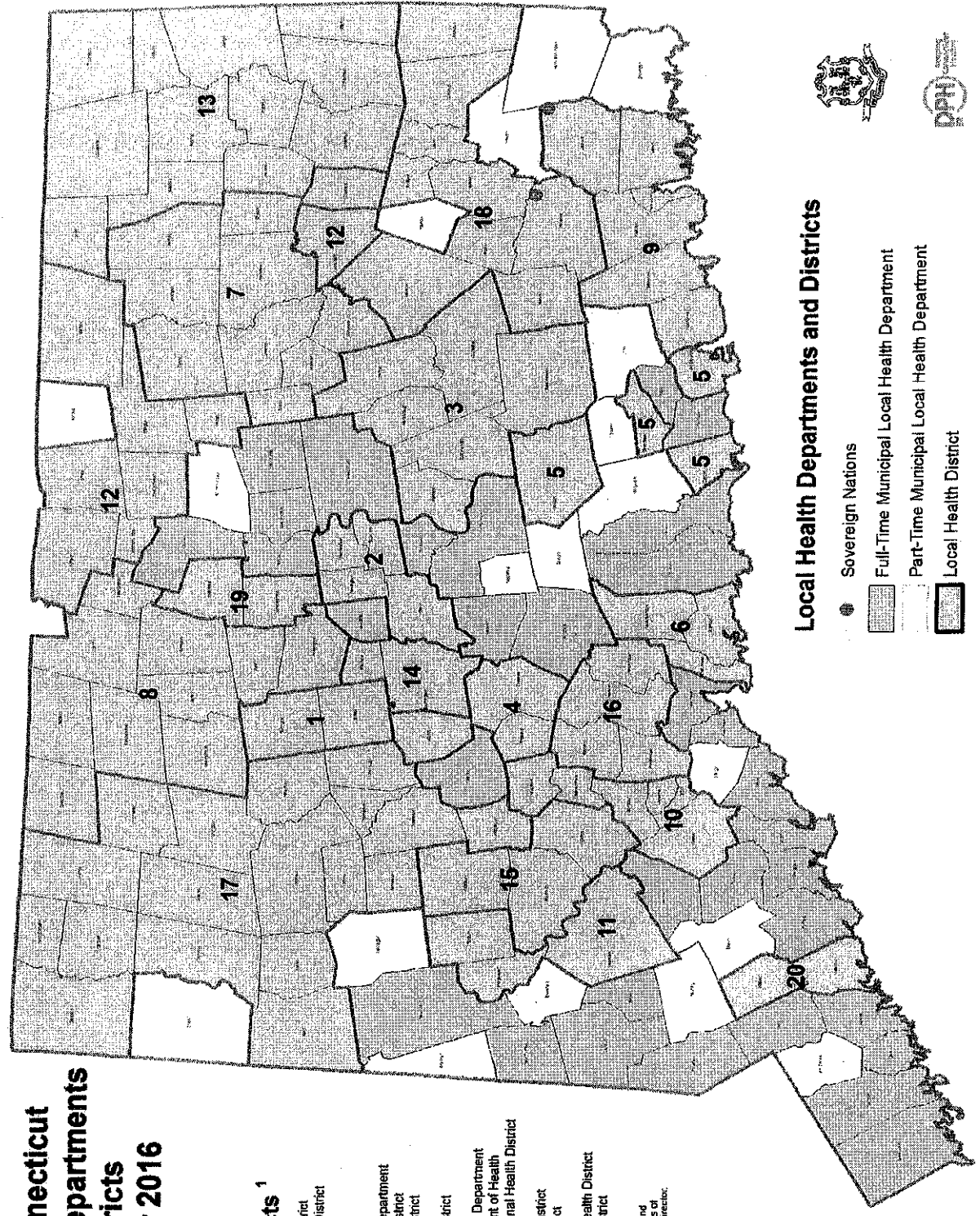
The system and efforts of government, social and private organizations that focus on protecting, promoting and restoring the health of a society.

# State of Connecticut Local Health Departments and Districts December 2016

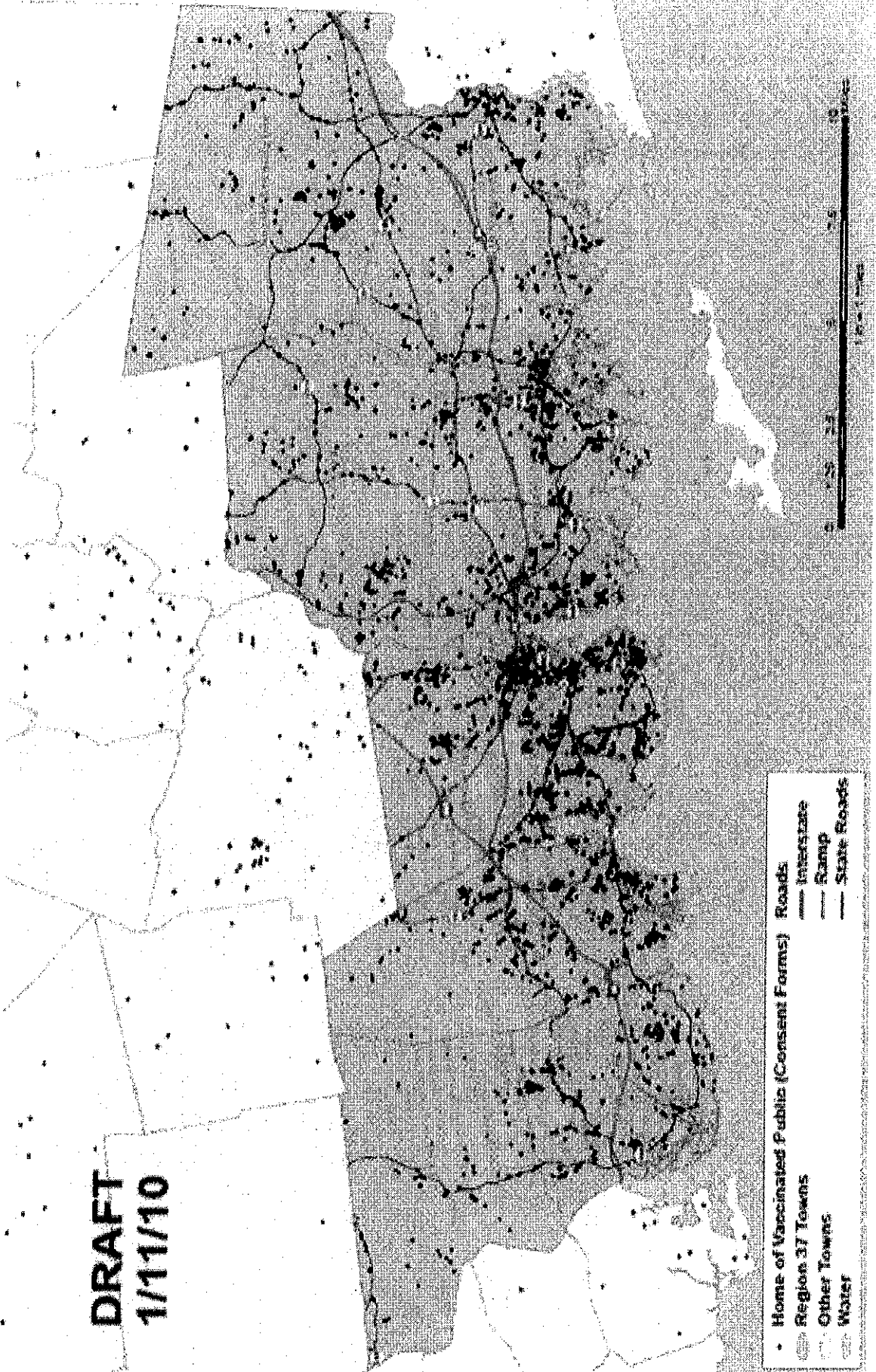
## Health Districts <sup>1</sup>

1. Bristol-Burlington Health District
2. Central Connecticut Health District
3. Chatham Health District
4. Chesapeake Health District
5. CT River Area Health District
6. East Shore District Health Department
7. Eastern Highlands Health District
8. Farmington Valley Health District
9. Ledge Light Health District
10. Naugatuck Valley Health District
11. Newtown Health District
12. North Central District Health Department
13. Northeast District Department of Health
14. Plainville-Southington Regional Health District
15. Pomperaug Health District
16. Quimpeack Valley Health District
17. Torrington Area Health District
18. Uxas Health District
19. West Hartford-Bloomfield Health District
20. Westport Weston Health District

<sup>1</sup> Health Districts are towns, cities, and boroughs united to form departments of health and have a full-time health director.



**DRAFT  
1/11/10**



- Home of Vaccinated Publics (Consent Forms)
- Region 37 Towns
- Other Towns
- Water
- Roads
  - Interstate
  - Ramp
  - State Roads



# H1N1 VACCINATIONS FOR MDA REGION 37 RESIDENTS VACCINATED 10/20/09 to 12/22/09



# Drive-thru to Beat the Flu!

Get a FREE flu shot by participating in a  
Mass Dispensing Exercise.

If you are 18 years and older, you can pre-register to attend  
this fun way to get a flu shot...by staying in your car and  
sticking your arm out of the window.

**October 11, 2014  
9:00 a.m. until 11:45 a.m.**



**155 Waterford Parkway N.  
Waterford**

Due to a limited supply of vaccine,  
pre-registration is required.  
Don't wait... e-mail or call us!  
eharrison@llhd.org or 860-448-4882 ext. 314

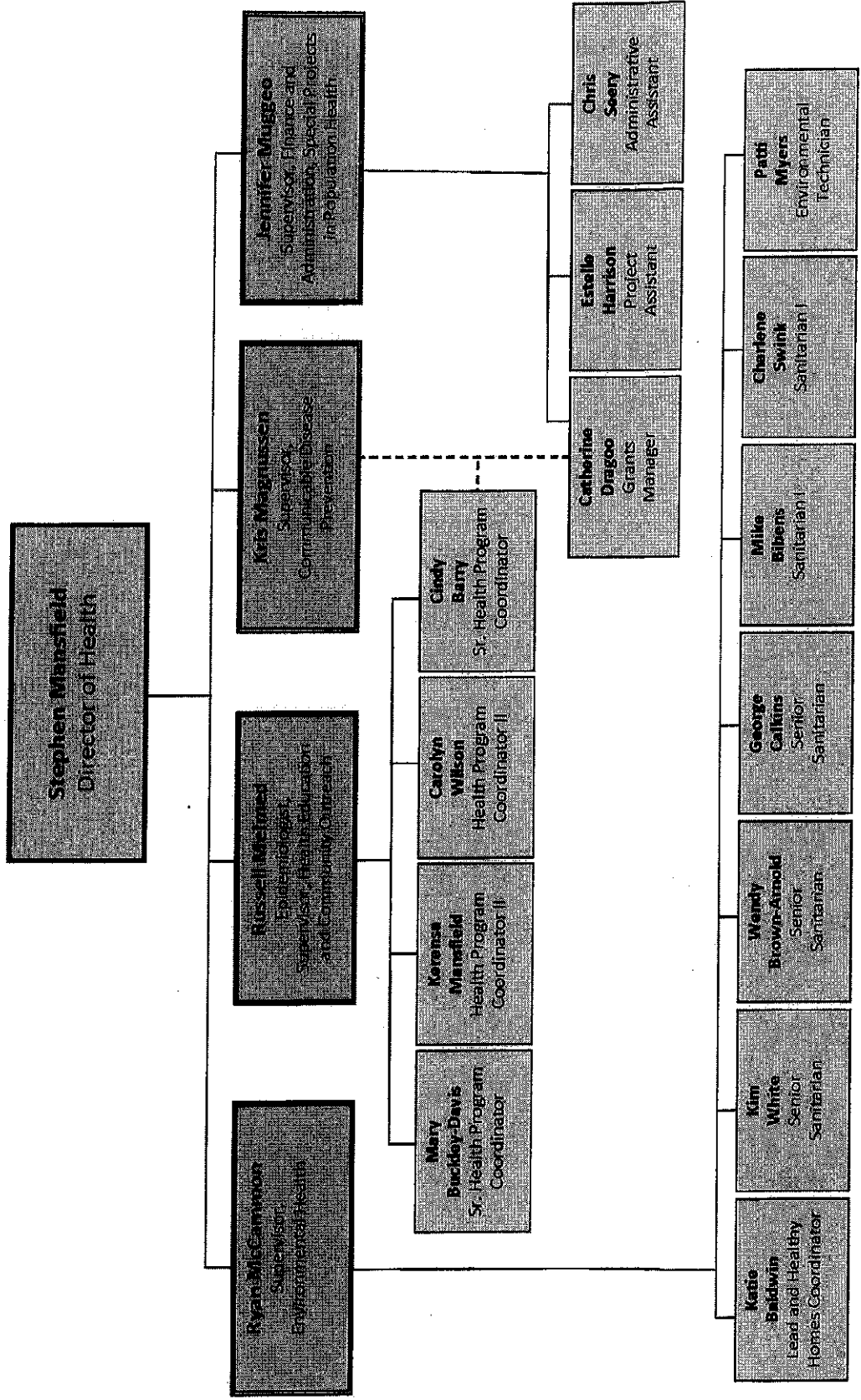


Sponsored by

*With the following organizations participating:*  
Unasus Health District, Northeast District Department of Health,  
Waterford Emergency Management, Waterford Police Department, LLHD  
Medical Reserve Corps (MRC), East Lyme Police Cadets,  
Schwartz Army, East Lyme and Groton CERTs







**Ledge Light Health District Organization Chart**  
December 2016



# Connecticut General Statutes 19a-240 to 246

Affairs of District managed by a Board of Directors

Instrumentalities of their constituent municipalities

May promulgate regulations to protect the public health

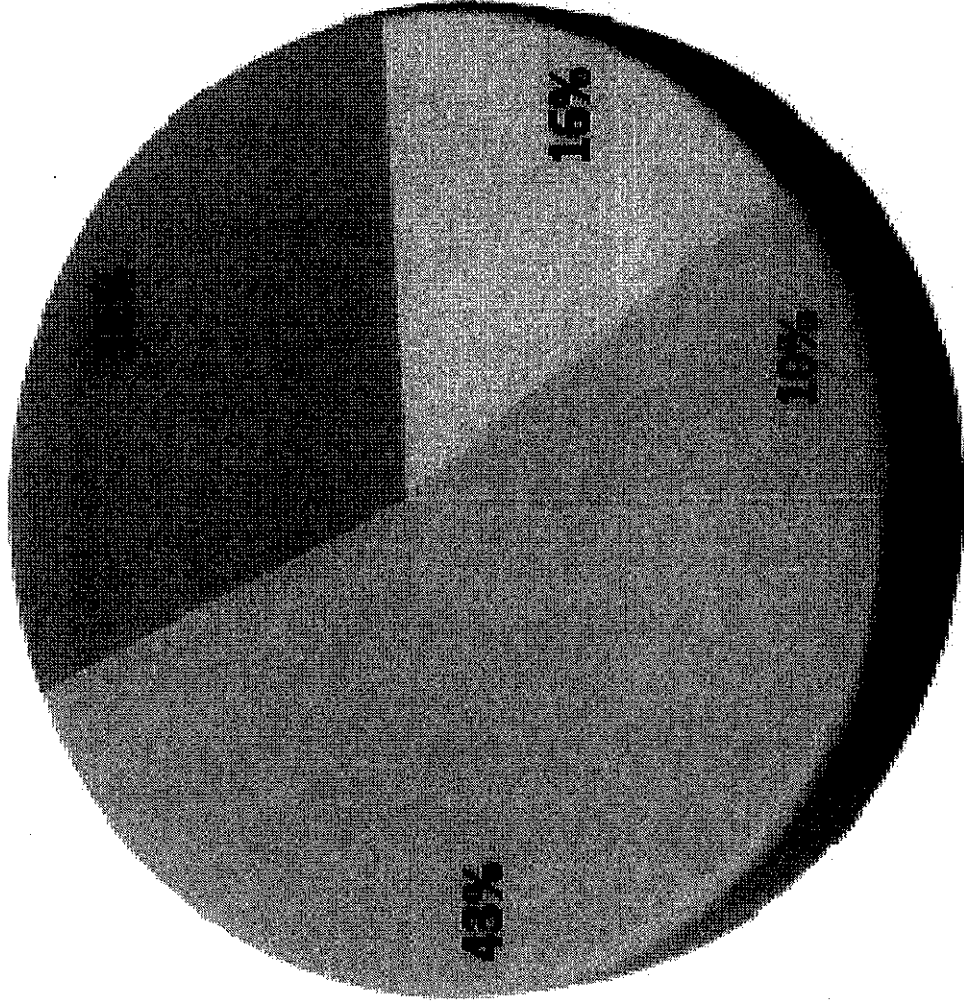
Receive State per capita contribution – \$1.85

Municipality must remain in District for 24 months

## Sec. 19a-207a. Basic health program.

- Investigating and diagnosing health problems and health hazards in the community
- Mobilizing community partnerships and action to identify and solve health problems
- Developing policies and plans that support individual and community health efforts
- Connecting persons in the community to needed health care services
- Assuring a competent public health and personal care workforce
- Evaluating effectiveness, accessibility and quality of personal and population-based health services
- Researching to find innovative solutions to health problems.

# DISTRIBUTION OF FY '16 REVENUE SOURCES



- Municipal Per Capita
- Grants and Contracts
- Environmental Fees
- State Per Capita

# LLHD Fees

LLHD will waive all fees for regulated establishments until June 2018

LLHD fees are similar to other SECT District fees (please see last 2 pages of informational packet)

All fees for Town related permits are waived (schools, senior centers, temporary events, etc.)

Fees are cut in half for seasonal foodservice establishments

LLHD does not require engineered septic designs except as required by the public health code

Stonington fees have not been increased in more than 15 years

## Benefits of Joining Ledge Light Health District

- Significant cost savings for the Town of Stonington
- LLHD covers all costs related to public health department activities (fleet, legal, staffing, overhead, insurance, etc.)
- Consistent enforcement of codes, statutes and regulations
- The ability to provide the full range of public health functions to all residents
- Fully trained and certified staff (24/7 coverage)
- The ability to address concerns across town lines

Thank you!

Stephen Mansfield, REHS, MPH  
Director of Health, Ledge Light Health District  
860-448-4882 ext. 307  
860-867-7962 (mobile)

[www.lhd.org](http://www.lhd.org)





Promoting  
healthy  
communities

**Information Packet**  
**Stonington Public Hearing**  
**March 27, 2017**

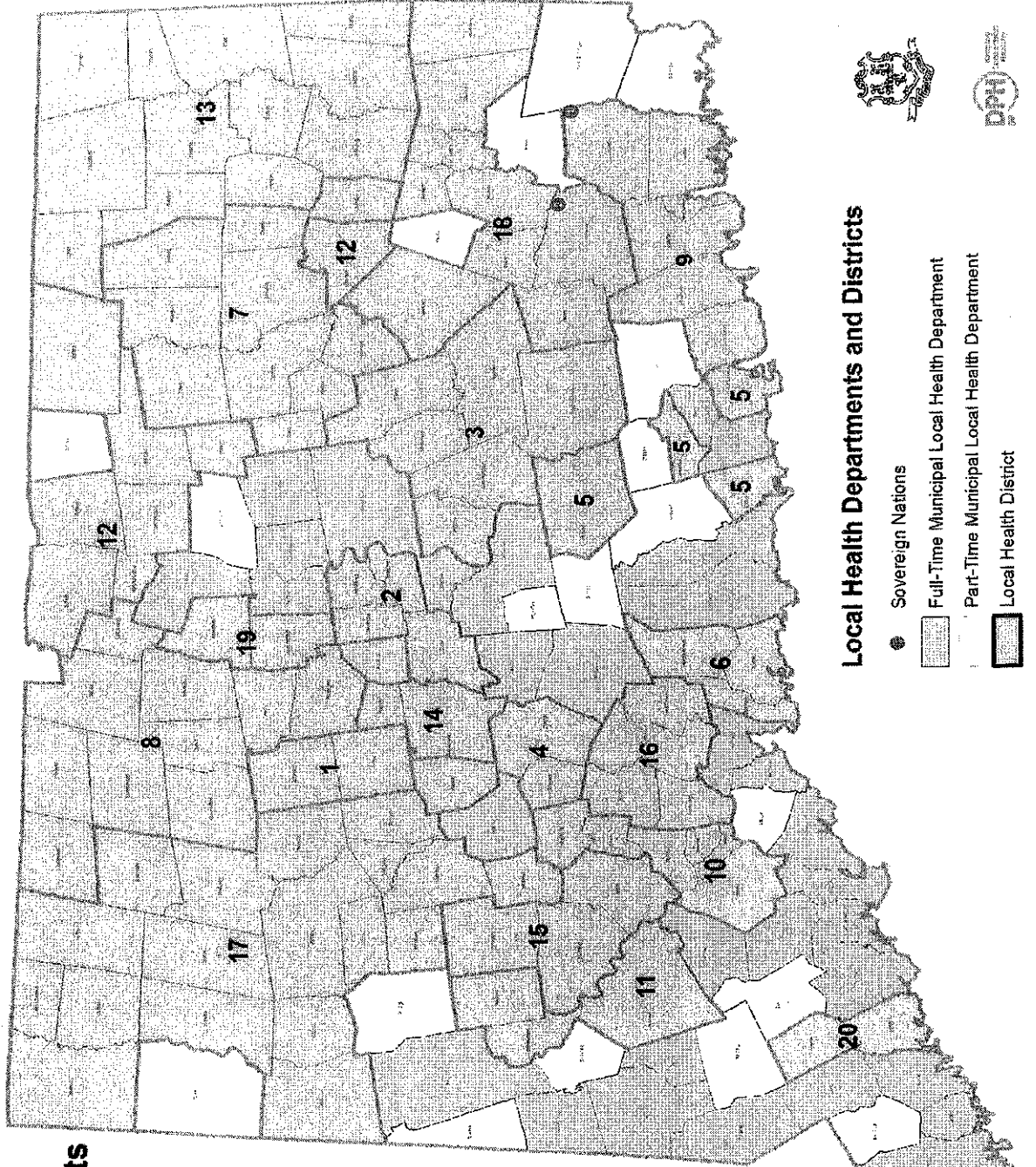


# State of Connecticut Local Health Departments and Districts December 2016

## Health Districts <sup>1</sup>

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13. Northeast District Department of Health
14. Plainville-Southington Regional Health District
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16. Quinnipiac Valley Health District
17. Torrington Area Health District
18. Uncas Health District
19. West Hartford-Bloomfield Health District
20. Westport Weston Health District

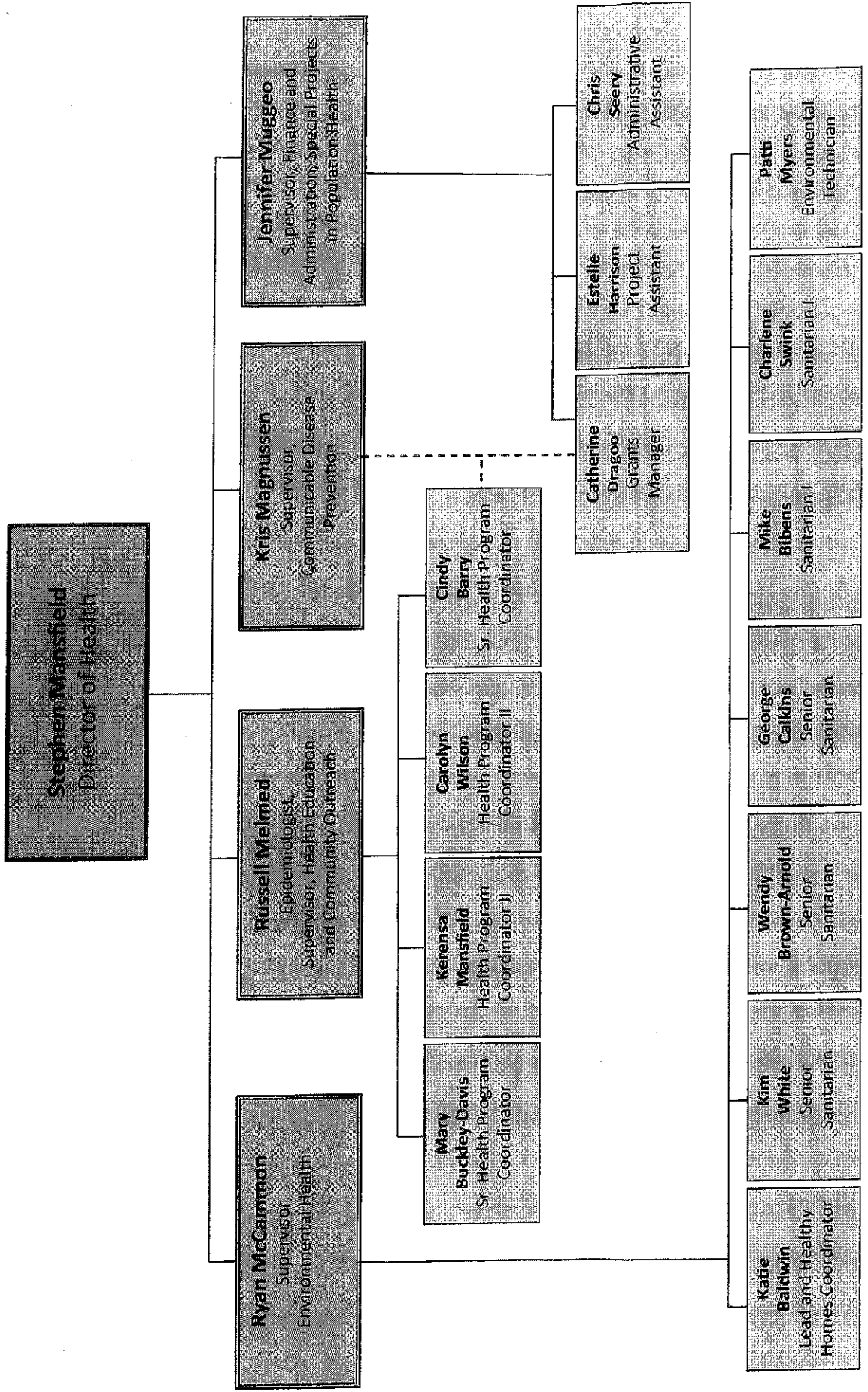
<sup>1</sup> Health Districts are town, cities, and counties that have a public health department.



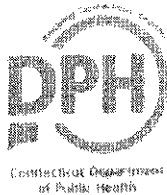
## Local Health Departments and Districts

- Sovereign Nations
- ▭ Full-Time Municipal Local Health Department
- ▭ Part-Time Municipal Local Health Department
- ▭ Local Health District





**Ledge Light Health District Organization Chart  
December 2016**



# FACT SHEET ON DISTRICT DEPARTMENTS OF HEALTH IN CONNECTICUT

FACT SHEET ON DISTRICT DEPARTMENTS OF HEALTH IN CONNECTICUT • MARCH 2016

The following information has been put together to help educate community members on what a health district is and the benefits to your town joining or forming a health district in Connecticut.

## What is a district department of health?

A district department of public health or "health district" is a regional public health department formed by two or more municipalities to provide local public health services. A health district is a separate governmental entity from the town it serves. There are many benefits to being a member town of a health district. (See attached – Benefits as a Member Town of a Health District.)

## What laws govern health districts?

The laws that govern health districts in Connecticut are found in the Connecticut General Statutes (CGS) Sections 19a-240 through 19a-246. CGS can be found on the following web address:  
[https://www.cga.ct.gov/current/pub/title\\_19a.htm](https://www.cga.ct.gov/current/pub/title_19a.htm)

The following is a listing of the CGS section numbers and titles under Title 19a, Chapter 368f, District Departments of Health:

Section 19a-240	Definition of "board".
Section 19a-241	Formation of district departments. Board
Section 19a-242	Appointment of Director of Health. Removal. Sanitarians. Authorized agent.
Section 19a-243	District rules and regulations. Powers of district. Meetings. Expenses.
Section 19a-244	Qualifications, term and duties of director of health. Employees.
Section 19a-245	Reimbursement by the state.
Section 19a-246	Withdrawal from district.

## Is there any financial assistance available from the state?

Yes, legislation passed by the General Assembly in 1963 makes it possible for a health district to receive state aid annually in the amount of \$1.85 per capita to each health district with a population of 50,000 or more, or serves three (3) or more municipalities irrespective of total population (CGS Section 19a-245).

## What public health services are required of a health district?

Each district department of health and municipal department of health shall ensure the provision of a basic health program pursuant to CGS Section 19a-207a. (See attached – Basic Health Program.)

## What are the professional qualifications for a district director of health?

The district director of health may be a licensed physician and hold a degree in public health from an accredited school, college, university or institution or hold a graduate degree in public health from an

accredited school, college or institution (CGS Section 19a-244). He or she would be appointed by the governing board of the district, with the approval of the Commissioner of Public Health (CGS Section 19a-242).

How is the decision made to join the form or health district?

Towns, cities and boroughs, by vote of their legislative bodies, after a public hearing may unite to form a health district or vote to join an existing health district (CGS Section 19a-241).

What happens to the employees of a municipal health department when the municipality joins a health district?

- a) The municipal director of health appointment is terminated (CGS Section 19a-242).
- b) Full-time employees including the former full-time director of health of a municipal health department become employees of the health district, but may continue to participate and retain their rights and benefits in the municipal pension system without interruption until their retirement (CGS Section 19a-244).

Can a town withdraw from the health district if it so desires?

Yes, a town can withdraw by voting to do so, providing it has been a member of the district for a least 24 months prior to such vote of withdrawal (CGS Section 19a-246).

How would a health district be managed?

A district board of health, like a board of directors of a company, would manage the affairs of the district and would appoint the director of health with the approval of the Commissioner of Public Health. It would be the function of the board of health to establish by-laws and promote reasonable rules and regulations for the promotion of general health within the health district, not in conflict with any law or with the Connecticut public health code (CGS Section 19a-243).

How many members would there be on a district board of health, and who appoints them?

The size of the district board of health is related to population. Appointments are made by the board of selectmen or other appropriate legislative bodies (such as city council). One representative is appointed from each municipality in the district. If a municipality has a population of more than 10,000, the municipality is eligible for one additional representative for each additional 10,000 in population, or part thereof. However, no municipality may have more than five (5) representatives. (CGS Section 19a-241).

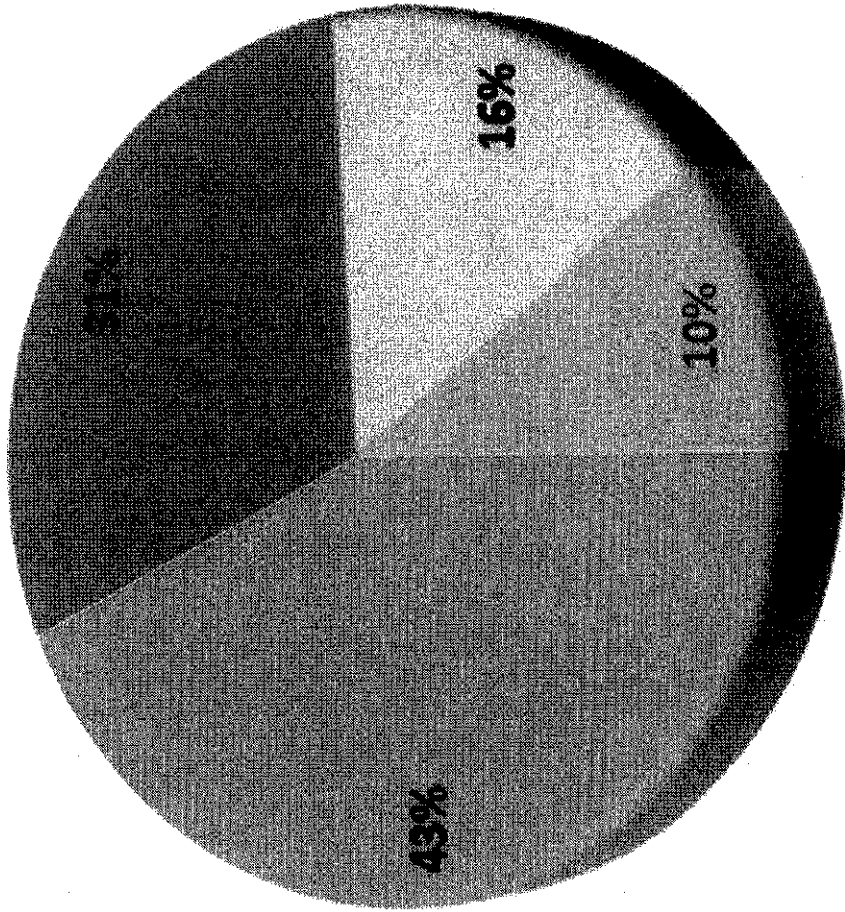
At the present time, how many health districts are in operation in Connecticut?

There are presently twenty (20) health districts in Connecticut. (See map attached.)

If I have additional questions regarding health districts, who can I contact?

You may contact the Office of Local Health Administration of the Connecticut Department of Public Health, 410 Capitol Avenue, P.O. Box 340308, Hartford, CT 06134; Telephone (860) 509-7660; Fax (860) 509-7782.

# DISTRIBUTION OF FY '16 REVENUE SOURCES



■ Municipal Per Capita

■ Grants and Contracts

■ Environmental Fees

■ State Per Capita

Service	Ledge Light Health District	East Shore Health District	Uncas Health District	CT River Health District
Permit to Install-New (construct)	\$175	\$125	\$125 (residential), \$150 (commercial)	\$160 (residential), \$300 (commercial)
Permit to Install-Repair	\$100	\$100	\$100	\$100 (residential), \$200 (commercial)
Septic Design Plan Review	\$155	\$150	\$75 (residential), \$150 (commercial)	\$110 (residential), \$200 (commercial)
Subdivision Plan Review-per lot	\$150	\$100	\$75	\$100
Revised Septic Design Plan Review (after 2nd)	\$77.50	\$75	\$25	\$100
Soil/Perc Testing-per lot	\$150	\$150	\$50	\$110
Well	\$75	\$100	\$75	\$125
Application/Permit/Abandonment	\$25-50	\$75	\$50	\$100
Class I License/Food Store	\$170	\$150	\$120	\$110
Class II License/Food Store	\$205	\$250	\$150	\$160
Class III License	\$245	\$350	\$240	\$210
Class IV License	\$280	\$450	\$330	\$260
Food Service Plan Review	\$300	1/2 license fee	\$50 (Class I & II), \$100 (Class III & IV)	\$250
Vendor-In District	\$150	\$250	\$120-\$330 (Depends on Class)	\$110-\$260 (Depends on Class)
Temp Event - For Profit	\$55	\$75 (1day), \$100 (multi-day)	\$25 (1-2 days), \$50 (3+ days)	\$50 (1day), \$90 (>1day)
Temp Event - Not for Profit	\$25	\$25 (1day), \$50 (multi-day)	\$10 (1-2 days), \$20 (3+ days)	\$50 (1day), \$90 (>1day)
Late Application Fee	\$100	\$15/day	1/3 of the Class fee	\$10/day
Re-Instating a License	\$100	N/A	\$75	N/A
Re-Inspection Fee (2nd)	\$100	half of Class license fee	\$75	1/2 of annual Class license fee
Public Lodging License	\$100	\$100 (<12 rooms), \$150 (>12 rooms)	\$100	\$100 (<10 rooms), \$150 (>10 rooms)
Public Pool License	\$100	\$135	\$75	\$100
Day Care Inspection Fee	\$100	\$100	\$75	\$120
Group Home Inspection Fee	\$100	N/A	\$75	\$100
Cosmetology License	\$100	\$125-\$225	\$100	\$70-\$100 (depends on # of work stations)
Cosmetology Plan Review Fee	\$300	\$100	\$100	\$100

<b>Service</b>	<b>LLHD</b>	<b>Stonington</b>
Class I License/Food Store	\$170	\$25-75 (depending on seats)
Class II License/Food Store	\$205	"
Class III License	\$245	"
Class IV License	\$280	"
Food Service Plan Review	\$300	\$0
Vendor-In District	\$150	\$100-\$250 (out of town)
Temp Event - For Profit	\$55	\$50
Temp Event - Not for Profit	\$25	2 free/year (\$50 after 2)
Late Application Fee	\$100	\$0
Re-Instating a License	\$100	\$100
Re-Inspection Fee (2nd)	\$100	\$100
Operating without a QFO	\$0	\$50-\$100
Repeat Violation fee	\$50	\$50
Operating without a license	\$100	\$100