



# Town of Trumbull

5866 Main Street  
Trumbull, CT 06611  
(203) 452-5005

## MINUTES Trumbull Board of Health Special Meeting Minutes May 19, 2015

**Members Present:** Richard Bellows, Eileen Panesse, Deborah Cavalier, Debra Charles

**Absent:** Nancy Busch

**Also Present:** Chief of Staff, Lynn Arnow, Director of Labor Relations, James Haselkamp, Director of Trumbull Health Department, Rhonda Capuano

**CALL TO ORDER:** Chairman Bellows' called the Trumbull Health Board to order at 6:05 PM.

Ms. Arnow explained that in order to open the new Health Department that a fee schedule will need to be established and approved. TBH needs to recommend a fee schedule that can go forward to Town Council for approval. The Town Council will be meeting next week and will consider recommendations for Trumbull Board of Health. Ms. Arnow suggested that the Board can use the current Trumbull/Monroe Health Department fee schedule as a template to help them determine fees to be effective July 1, 2015.

Mr. Bellow expressed concern that if current fees were to change effective July 1, 2015 that a restaurant could have been charged the old fee and another restaurant a different fee and that this could make businesses upset. Mr. Bellows suggested that the fees remain the same as the Trumbull/Monroe Health Department Fees for the remainder of the year.

Ms. Cavalier agreed and feels the fees should remain the same for now. Ms. Panesse agreed and thinks it is best to wait until the Trumbull Board of Health has been established a little longer.

Mr. Haselkamp mentioned that some towns use a cost analysis approach to determine fee schedule for the year and if the TBH wanted to look at this approach in the fall that the finance department could lend support.

Ms. Arnow confirmed that current budget is set based on the fees currently being charged by TMHD.

Mr. Haselkamp suggested that the Board could revisit in the fall as they head into next year's budget cycle. Mr. Haselkamp suggested that Health Board could look into seeing what other towns do such as being self-sustaining or subsidizing if they wanted to in order to help them determine fee schedule for next fiscal year.

**MOTION:** Moved by Mr. Bellows' to maintain the present Trumbull/Monroe Health Department fee schedule for this calendar year ending December 31, 2015, seconded by Ms. Cavalier.

Mr. Arnow shared that the current fee schedule will be retyped and forward to Town Council for their consideration.

**MOTION:** Moved by Mr. Bellows' to move into Executive Session at 6:25 PM, seconded by Ms. Panesse.

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**VOTE: Motion carried unanimously**

**MOTION: Moved by Mr. Bellows to exit Executive Session at 6:45 PM, seconded by Ms. Panesse.**

**VOTE: Motion carried unanimously**

**MOTION: Moved by Mr. Bellows to charge Rhonda Capuano as Director of the Trumbull Health Department to interview and hire a full time Sanitarian, part-time nurse, part time Educator, full time Clerk, Medical Doctor, and other necessary personnel, seconded by Ms. Cavalier.**

**VOTE: Motion carried unanimously**

**MOTION: Moved by Ms. Panesse to adjourn meeting at 7:00 PM motion, seconded by Ms. Cavalier.**

**VOTE: Motion carried unanimously**

**Respectfully submitted,  
Barbara Whetstone**