

Manchester Board of Health
Meeting Minutes
Thursday, May 3, 2023 at 2:00 pm.
Town Hall, Room #7
Also Virtual by Zoom link

Members present:

Paula Filias
Peter Colarusso
Joan Cottler
Dr. Martin Hahn

Members absent:

None

Also present:

Public Health Director Wendy Hansbury

Mr. Colarusso, noting he would be chairing the meeting this afternoon, called the meeting to order at 2:00 pm.

Board of Health Job Descriptions

Administrative Assistant

Ms. Filias said that having reviewed the job descriptions, she suggested that for the Administrative Assistant, an amendment be made under supervision to read:
“Under the direct supervision of Public Health Director and under the general direction of the Board of Health. She added that she wanted the two job descriptions (for the Administrative Assistant and the Public Health Nurse) to be the same under the supervision section. She also noted that it was hard for the Board to stand back in this regard, as they had been supervising both positions.

Dr. Hahn agreed, stating that the work was all encompassing, and that if something was needed everyone could then work as a team. Ms. Cottler suggested that the amended wording include the words: as appropriate. Dr. Hahn suggested the phrase “works under general direction of the Board of Health”. Mr. Colarusso suggested “works under the general direct supervision of Public Health Director and under the general direction of the Board of Health as appropriate. Ms. Filias made a motion to approve the job descriptions as amended. Ms. Cottler seconded the motion. Members, by roll call vote were unanimous to approve the motion:

Ms. Filias, in favor
Dr. Hahn, in favor
Ms. Filias, in favor
Mr. Colarusso, in favor
Ms. Cottler, in favor

Public Health Nurse

Dr. Hahn made a motion to approve the amended Public Health Nurse job description.

Ms. Cottler seconded the motion. Members, by roll call vote were unanimous to approve the motion:

Ms. Filias, in favor

Dr. Hahn, in favor

Ms. Filias, in favor

Mr. Colarusso, in favor

Ms. Cottler, in favor

Mr. Colarusso said that there was a possibility of changes in keeping with State and Federal Laws or Human Resource issues. Further, that with the Board's approval the draft descriptions would now go to the Town, with possible changes for law or HR as stated prior.

Ms. Filias noted it was complicated to be handled by email and the meeting allowed the Board to officially be together to review. Mr. Colarusso stated support for Ms. Filias' position, stating that the Board should discuss prior and all vote on the matter. Ms. Filias asked what the next steps would be.

Mr. Colarusso said the job descriptions would now pass to Town Administrator Greg Federspiel and that Mr. Federspiel would send them to HR for Town formatting. He noted that Mr. Federspiel felt there would be no further feedback, but if there were changes, they would come back to the Board.

Ms. Filias asked about the final formatting. Ms. Cottler suggested that both the red marked copies and the clear copies with changes be provided. Ms. Hansbury offered to send copies on to Mr. Federspiel.

Ms. Cottler asked that Administrative Assistant Ellen Lufkin and Public Health Nurse Pamela Crehan both get copies. Ms. Hansbury agreed to copy Ellen, Pam, and the Board members.

Ms. Hansbury stated that she had a meeting tomorrow for a performance evaluation, to include Mr. Colarusso, Ms. Cottler, and Mr. Federspiel. She stated that no format had been provided to her by Mr. Federspiel. Mr. Colarusso said he would ask Mr. Federspiel for the format, adding that they would use whatever format the Town uses.

There being no further business to come before the Board, Ms. Cottler made a motion to adjourn the meeting. Dr. Hahn seconded the motion.

Members, by roll call vote were unanimous to approve the motion to adjourn

Ms. Filias, in favor

Dr. Hahn, in favor

Ms. Filias, in favor

Mr. Colarusso, in favor

Ms. Cottler, in favor

As submitted,
Ellen D. Lufkin
Administrative Assistant