



CHESPROCOTT HEALTH DISTRICT

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BOARD OF DIRECTORS

Special Meeting

Cheshire Town Hall, Room # 207

Thursday, May 2, 2024, 5:30 pm

Present: Chair Lauren Backman, Barbara Ecke, Michael Milone, Elizabeth Normand, Sarah Montavon

Absent: Andrew Giordino

The Board meeting was called to order at 5:36 p.m.

I. Roll Call

Roll was called and a quorum was determined to be present.

II. Presentation by Human Resource Consulting Group (HRCG) regarding recruitment of Director of Health

Mr. Milone introduced the HRCG and provided background on his positive experiences with them. HRCG presented their proposal, explaining their experience and the process they would use to hire a new Director of Health, offering a flat fee of \$7,500.

MOTION: Mr. Milone moved to accept HRCG's proposal and appropriate \$7,500 for their services. Seconded by Ms. Ecke. Vote was unanimous among those present.

III. Discussion and appointment of successor for Legal Services, possible executive session.

Chairperson Backman introduced Attorney Brian Smith of Robinson and Cole. Attorney Smith provided background on the breadth of experience of the firm's attorneys. Mr. Milone supported bringing in a highly qualified firm with multiple attorneys with the variety of expertise Chesprocott needs. Chairperson Backman also supported this direction.

MOTION: Mr. Milone moved to hire Robinson and Cole as legal counsel for the Chesprocott Board of Directors and the Chesprocott Health District. Ms. Ecke seconded. Vote was unanimous among those present.

MOTION: Ms. Ecke moved to enter Executive Session at 6:12 p.m. to include Attorney Smith to discuss pending litigation and to get legal guidance from Counsel on recent findings. Mr. Milone seconded. Vote was unanimous among those present.

The Board exited Executive Session at 6:20 p.m.

IV. Discussion of current legal services.

MOTION: Mr. Milone moved to terminate Attorney Ryan as Chesprocott's legal counsel. Ms. Montavon seconded. Vote was unanimous among those present.

V. Discussion of Architects new schematic plans for Artsplace building, 1220 Waterbury Rd, Cheshire.

The Board discussed the original needs assessment provided by staff to the architects for a build-out of the Town-owned building at 1220 Waterbury Road for potential Chesprocott occupancy. The Board agreed that the staff requests were much more than was needed, and the estimates of over \$700,000 were much too costly. The architects have been asked to provide a simple proposal utilizing the infrastructure that exists, using cubicles and the furnishings and equipment at use in the current office. Chairperson Backman said the Board would likely receive the new schematic next week, with mechanicals and engineering plans to be provided within the following weeks.

MOTION: Ms. Ecke moved to appropriate \$15,000 for Jacunski Humes Architects to provide new schematics for the 1220 Waterbury Road facility. Ms. Backman seconded. Vote was unanimous among those present.

VI. Discussion and approval of CMS/Fallon Moving Specialists.

Chairperson Backman had solicited several quotes for movers, and recommended accepting the lowest quote of just under \$5,000 from CMS/Fallon Moving Specialist. The firm provided a detailed list of services, and will assist with the timing and the process.

MOTION: Chairperson Backman moved to hire CMS/Fallon for the Chesprocott office move and to approve the \$5,000 fee. Ms. Norman seconded. Vote was unanimous among those present.

VII. Discussion of member Towns' Memorandum of Understanding (MOU), possible executive session.

The Board discussed their preference for requesting additional time from the Cheshire Town Council to enable the new Director of Health, once appointed, to review this document and its commitments, since the Director would be responsible for providing the reports identified in the MOU. The Board also would like the Town Council to provide an explanation for the requests in the MOU. The Board feels that they may be addressing the Council's issues as they move forward with a new Director, and the MOU may not be necessary. Councilor Don Walsh explained that the Town Council did not get any financial reports for years and wanted to be sure to get that information. Mr. Milone agreed that there should be monthly reports for both the Board and the member Towns, which could be the same report to prevent duplication of effort.

MOTION: Moved by Chairperson Backman to postpone a decision on the Memorandum of Understanding until a new Director has been appointed, and to request that the Cheshire Town Council share its underlying reasons for presenting this Memorandum to Chesprocott. Ms. Ecke seconded. Vote was unanimous among those present.

VIII. Discuss extension of Chesprocott Lease with WACCO, possible executive session.

The current Chesprocott office lease ends on June 30, 2024. Chairperson Backman explained that the Board had been given misinformation regarding the lease, and that it was not renewed. However, the current landlord was willing to extend the lease for one month to give Chesprocott more time to complete their move.

MOTION: Mr. Milone moved to extend the current lease for one month to July 31, 2024 for \$3,182. Seconded by Chairperson Backman. Vote was unanimous.

IX. Discussion of Director of Health job description.

Mr. Milone reported that he was working on a draft job description with Ms. Montavon and Ms. Ecke, which will be submitted to the full Board for approval at a future meeting. A draft, if not the final document, will be provided to HRCG for their solicitation of a new Director.

X. Discussion and approval of final payment to Director of Health.

Mr. Milone reported that he had met with Maura Esposito to confirm that, since her contact had expired, her payout at termination would be the maximum ten accrued vacation days as prescribed in the Employee Handbook.

The Board also formalized the assignment of Acting Director:

MOTION: Moved by Mr. Milone that Hilary Norcia be appointed Acting Director, and Ms. Norcia will delegate the off-hours sanitation responsibilities to Chief Sanitation Jeff Andrews, until further notice. Further, that stipends will be provided to each of these staff members for the assumption of additional duties, at a rate to be determined, retroactive to May 3, 2024. Seconded by Ms. Ecke. Vote was unanimous among those present.

XI. Contact information for Chesprocott Staff and Board of Directors: handout.

The Board information was distributed. Staff information is forthcoming. Regarding the staff, Chairperson Backman explained that she would like to meet with each staff member one on one. Ms. Montavon agreed that this is an uncertain time for them, and it would be appropriate to offer reassurance and have open communication between the Board and staff. Ms. Ecke expressed concern potential distrust of the Board. Mr. Milone agreed that it would be helpful to clarify future plans, responsibilities, and reporting authority for staff.

XII. Executive Session, pursuant to CGA Sec 1-200(6)

MOTION: Chairperson Backman moved to enter executive session at 7:25 p.m. to discuss legal matters, including pending litigation and strategy. Seconded by Mr. Milone. Vote was unanimous among those present.

The Board exited Executive Session at 7:40 p.m.

XIII. Adjournment

MOTION: Chairperson Backman moved to adjourn the meeting at 7:40 p.m. Seconded by Mr. Milone. Vote was unanimous among those present.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "Lauren A. Backman".

Lauren A. Backman
Chairperson, Board of Directors
Chesprocott Health District