



CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE • CHESHIRE, CONNECTICUT 06410

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Chesprocott Board of Directors Meeting Agenda

Cheshire Town Hall, Room # 207

84 South Main Street

Wednesday, July 17, 2024, 5:30 pm.

Zoom Link:

Executive Session to follow regular meeting.

Agenda:

- I. Roll Call
- II. Approve Minutes
 - a. June 12, 2024, Regular Board Meeting
 - b. June 18, 2024, Special Meeting-Executive Session
 - c. June 21, 2024, Virtual Meeting
 - d. June 30, 2024, Virtual Meeting
- III. Communications
 - a. Resignation of J. Andrews, Chief Sanitarian
- IV. Committee Reports
 - a. Finance
 - i. Monthly Financial report
 - ii. Revisions to monthly report
 - iii. Grant approval process
 - iv. Signatures for CT STIF account.
- V. Division Report
 - a. Acting Director of Health Report
- VI. Old Business
 - a. Human Resource Consulting group: Update on hire of new Health Director. Presentation by Cathy Diana.
 - i. Discussion of Next steps: Convene interview panel, develop interview questions, Timeline for scheduling applicant interviews.
 - b. Update on development of Chief Sanitarian job description.
 - c. Utilization of Town grant funds: \$350,000.
 - d. Establishment of Capitol Improvement Project Account for renovation/project expenses.
 - e. Willscot Mobile Office Trailer Lease: revised contract, trailer delivery schedule and installation plan.

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- f. Office move: logistics, equipment/furniture acquisition, use of leased building, etc.

VII. New Business

- a. Procurement process for renovations at Cheshire Town owned lease building (1220 Wtby. Rd. Cheshire). Design Build: Hiring of architect, contractor, etc. Presentation by Cheshire Town Attorney Jeff Donofrio at 6:30 pm.
- b. Status of Town of Cheshire permits for Willscott Mobile Office Trailer.
- c. Approve purchase of Office Furniture from Discount Office Furniture, Inc.
- d. Per Capita Grant Application review
- e. Continued approval of H. Norcia's salary stipend as Acting Director.
- f. Staff salary adjustments.
- g. Board of Directors Regular Calendar Meeting Dates: 2024-2025

VIII. Adjournment

Executive Session Board Meeting following July 17, 2024, Regular BOD Meeting: Pursuant to CGA: Sec 1-200 (6): (A) Employment of Health Director and Chief Sanitarian; (B) Pending Litigation; (D) Lease, sale or purchase of real estate.

2024 BOD Meeting Schedule:

- August 21, 2024, 5:30 pm. Location: Cheshire Town Hall
- September 18, 2024, 5:30 pm.
- October 16, 2024, 5:30 pm
- November 20, 2024, 5:30 pm
- December 18, 2024, 5:30 pm.