



## CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE • CHESHIRE, CONNECTICUT 06410

PHONE (203) 272-2761 • FAX (203) 250-9412 • [www.chesprocott.org](http://www.chesprocott.org)

BOARD OF DIRECTORS  
Regular Meeting  
Unapproved Minutes  
1247 Highland Ave. Cheshire  
Wednesday, July 17, 2024, 5:30 pm.

Members Present: Andy Giordino, Michael Milone, Lauren Backman, Barbara Ecke, Sarah Montavon (5:46 p.m.)

Members Absent: Liz Normand

Chesprocott Staff Members Present: H. Norcia, D, Miakos

Others Present: Mike Federico-Accountant, Jim Jinks-Cheshire Councilman

Hillary Norcia, Acting Director of Health; Darlene Miakos, Office Manager; Mike Federico, Accountant

The Board meeting was called to order at 5:33 p.m.

---

I. Approve Minutes

a. June 12, 2024, Regular Board Meeting

L. Backman referred to page 4. M. Milone's wording needs to be clarified. M. Milone explained that the way the grant process works the Board doesn't have a formal role in approving them. He is suggesting that we should be responsible for approving and appropriating grants when they come in. The Board is not involved in the appropriation of grants. The Board is here to make fiscal policy.

**Motion** made by A. Giordino, seconded by B. Ecke to approve the June 12<sup>th</sup>, 2024, Regular Board Meeting minutes with the changes discussed above.

**Unanimous.**

**Motion** made by B. Ecke, seconded by A. Giordino to add approval of the June 12<sup>th</sup>, 2024, Exec. Session minutes to the agenda.

b. June 12, 2024, Special Meeting-Executive Session

**Motion** made by B. Ecke, seconded by A. Giordino to approve the June 12<sup>th</sup>, 2024, Special Meeting Executive Session minutes. **Unanimous.**

c. June 18, 2024, Special Meeting-Executive Session

*Chesprocott Health District is an equal opportunity employer*

## Chesprocott Health District

**Motion** made by M. Milone, seconded by A. Giordino to approve the June 18, 2024, Special Meeting-Executive Session minutes. **Unanimous.**

I. June 21, 2024, Virtual Meeting

**Motion** made by B. Ecke, seconded by A. Giordino to approve the June 21, 2024, Virtual Meeting minutes. **Unanimous.**

II. June 30, 2024, Virtual Meeting

**Motion** made by A. Giordino, seconded by M. Milone to approve the June 30, 2024, Virtual Meeting minutes. **Unanimous.**

II. Communications

a. Resignation of J. Andrews, Chief Sanitarian

L. Backman wanted to have his resignation letter officially in the record.

Mike Federico referenced the grants process. The Board can do as they see fit with respect to monitoring the fiscal policy. Grants have to be submitted to the State and the expenditures themselves have their own specific line items. They are approved by DPH or OPM ahead of time. M. Milone stated we have a Resolution adopting a policy. He will wait until we get there in the meeting tonight to discuss.

L. Backman asked to move “Human Resource Consulting Group” earlier in the meeting since Lisa Pollock and Cathy Diana from the Consulting Group are on zoom.

III. Human Resource Consulting group: Update on hire of new Health Director.

- a) Lisa Pollock stated at this point they are almost done with the pieces they need to get together. The next steps would be writing up an offer letter, a background check, and assessments. They are excited they do have some candidates to present.

(Sarah Montavon arrived 5:46 p.m.)

Cathy Diana explained that they developed and placed a posting approved by the Board. They provided feedback to the Board and extended the posting. They received 25 resumes total. They also submitted evaluation criteria for assessing candidates which will be used during the final interview process with the panel. She reviewed all the resumes. She determined 9 qualified, 15 not qualified and 1 was late and not considered.

She administered phone interviews held on July 12<sup>th</sup> and July 17<sup>th</sup>. She asked a series of 8 questions for each. 7 of the candidates she is recommending moving forward.

L. Backman isn't sure why they disqualified people not residing in CT. M. Milone stated they indicated they wanted CT residents; they wouldn't

## Chesprocott Health District

necessarily have the credentials readily available to be a public health director in the State. L. Backman asked how many applicants reside out of CT. Cathy stated she doesn't have an exact number, maybe 10 that did not reside in the State of CT. Lisa explained it wasn't really where they lived it was whether or not they have CT experience. L. Backman wants to get the best candidates possible for this position. Lisa agrees and will be more than happy to take a look at the out of state residents and see if they have the qualifications.

(Jim Jinks arrived at 5:52 pm.)

Hilary asked how many applicants were doctors. Cathy stated there was 1 out of state physician.

b) Discussion of Next steps: Convene interview panel, develop interview questions, Timeline for scheduling applicant interviews.

Cathy stated that the next step would be to invite the qualified candidates to a panel interview. The panel would consist of subject matter experts. Then they would make their selection. If they deem no candidates qualify, they will entertain posting again. Lisa stated if so, they would need to renegotiate the proposal.

M. Milone wanted to add as a reminder the consulting group did send us some questions they might consider for the panel and a matrix scoring method. Consistent questions would be asked and there is a scoring method established should anybody challenge the legitimacy of the decision. It would be a 3-person panel of professionals. L. Backman was hoping for 3 expert Directors of Health, a representative from Chesprocott and an HR person and whatever board members would like to attend. He mentioned conducting round 1 of the interviews, they would have a second panel with the BOD. Then it goes to the Commissioner by State Statute who makes the final decision.

S. Montavon asked if there is any reason the Commissioner might say yes or no to a candidate we choose, if they meet the basic qualifications. L. Backman stated it is very rare, but you never know.

L. Backman asked if they run background checks. Lisa Pollock said yes, on the final candidate. They have a service they use. S. Montavon mentioned background checks on the final few people. M. Milone explained it's expensive and very time consuming. It is a simpler way to do the background check on the final candidate.

Lisa Pollock, wanted to make sure the BOD was aware of the guide and assessment tool they sent. She is happy to review it with the BOD.

## Chesprocott Health District

### IV. Committee Reports

#### a. Finance

##### i. Monthly Financial Report

M. Federico stated that the group has been working really hard in evolving the finance reports so we would get to the point where they met the needs of the Board and the group. He referred to the 2<sup>nd</sup> page of the spreadsheet he presented. It is now in landscaped format. They separated the grants. This is not year end final yet. Everything the auditor is going to want will be done. Starting July he will add a second tab/page with YTD numbers compared to budget and look at what is unexpended and what is yet to come in.

Darlene stated we have come a long way.

M. Milone feels it's very critical to see the expenditures to date, how much is left and projections. Since this is done on a quarterly basis, we won't see grant reimbursements until the 3,6,9 12 month.

Jim Jinks asked M. Federico the \$325,802 which is in excess of the previously projected. M. Federico stated it is higher and it is not the final number yet. Jim asked if this meant they wouldn't have to go into the fund balance as much. Jim asked when he would close the books on this past fiscal year. Michael F. is hoping by August 31<sup>st</sup>.

L. Backman asked if there is any word about the State increasing the per capita. Michael F. has not heard anything as of yet.

##### ii. Grant approval process

M. Milone referred to the handwritten document he presented. What prompted this is that he was confused with the grants. He thinks its important for the BOD to know all financial resources that we have. M. Milone read the Resolution into the record. He recommended removing "prior to being available for use by the staff". This is just to have the oversight and have some knowledge of what we are getting. M. Milone mentioned Chesprocott staff sending a letter explaining that we received a grant and what it's for. L. Backman thinks the BOD should be informed about these grants.

Lauren wants to add "Additionally the BOD wants to receive all of the appropriate documentation that supports the grant."

#### **Resolution #01172024-1 Grants Approval Process**

*Be it resolved that the Chesprocott Board of Directors votes to adopt the policy that any future grants or financial donations received by the District must be approved and appropriated by the Board. Also, Any supplemental funding received from these grants or donations must likewise be approved and appropriated by the Board.*

*Additionally, the BOD wants to receive all the appropriate documentation that supports the grant.*

**Motion** made by A. Giordino, seconded by B. Ecke to approve Resolution # 01172024-1. **Unanimous.**

iii. Signatures for CT STIF account

M. Milone explained that the STIF Account is Short Term Investment Fund. It's where idle cash for towns/municipalities are invested. They have to re-establish this every year. L. Backman asked if there is any chance this could've been hacked. Further discussion.

M. Federico mentioned Office 365 and he suggested Chesprocott create business emails instead of using outside personal emails. It's a hosted exchange and has all the same security and protocols as Office 365. They can also mandate 2 factor authentication.

**Motion** made by B. Ecke, seconded by A. Giordino to change agenda to move up Presentation by Cheshire Town Attorney Jeff Donofrio. **Unanimous.**

V. 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.

Atty. Donofrio stated there are 5-6 most common Project Delivery Methods:

1. Design, bid, build- The owner works with an architect and signs a separate contract with a GC. (2 levels of design documents).
2. Design, build- The owner enters into 1 contract with a design builder. There would be a single entity involved in designing and constructing the project. This could be more efficient and less costly. The disadvantages include potential conflicts of interest. The cost is low but also you want to ensure a high-quality product.
3. Construction Management at Risk- The owner hires an architect and signs a separate contract with a construction manager. The benefit of this is that you receive cost estimates during the design phase. This provides for valuable preconstruction services that aren't provided by a GC.
4. Construction Manager as advisor- Not used all that much anymore.
5. P3-Public Private Partnerships
6. IPC-Integrated project delivery

## Chesprocott Health District

Atty. Donofrio explained that the methods for a tenant fit out are Design, Bid, Build and Design Build. Since there is empty space and we are looking to transform it into usable office space, we are probably better served by going with the Design, Bid, Build approach. Since we already have a contract with Architect Brian Humes, he can prepare a bid package.

Atty. Donofrio explained that the next step is for the BOD to reach consensus on a project delivery method. The lease is structured and there is a \$350,000 Grant to be used as tenant improvement allowance. There will need to be tenant work letters throughout the process and then it will be agreed upon by the Town of Cheshire what the monies will be allocated to.

M. Milone asked Atty. Donofrio about management of the expenses. It's the architect's responsibility to distinguish what items are eligible for reimbursement from the Town and segregate that. The Atty. explained that it is very simple. All we need to do is complete an application for payment which has a schedule of values with a list of work and what the value allocated by the contractor to that work is.

L. Backman asked for clarification on the process. Atty. Donofrio explained that once they have the construction documents, they will go out to bid for a contractor and will give a breakdown. Then they will go to the Cheshire Town Council and present the bids that came back and where do you want the \$350,000 to go.

M. Milone stated his hope was to find a method that would be least invasive on the BOD and the staff. The Design, Bid, Build works better because we already have an architect on board and time is of the essence. You don't want a scenario where stuff is getting hidden. We want a short duration project.

M. Milone stated at some point we will need legal council to review all of the documents. Atty. Donofrio stated there is no conflict in using him an attorney. The only time there would be a conflict would be in the landlord/tenant relationship.

L. Backman stated that Atty. Donofrio previously offered to meet with Brian Humes and the BOD. She also mentioned having Michael Rinaldi on the call as well. She will come up with some dates and will move forward.

M. Milone referred to the Resolution on page 3. All board members agreed they would like to go with Design, Bid, Build.

### ***Resolution #07172024-04***

*Be it resolved that the Chesprocott Board of Directors votes to adopt the Design, Bid, Build method as the construction project delivery process for the renovation of their lease building at 1220 Waterbury Road, Cheshire CT.*

## Chesprocott Health District

**Motion** made by A. Giordino, seconded S. Montavon to approve Resolution #07172024-04. **Unanimous.**

### VI. Division Report

#### a. Acting Director of Health Report

Hilary Norcia reviewed and explained her Health Director Report dated June 2024. She stated she is waiting on a written letter from Mayor Bob for the Opioid Settlement funds for Prospect Promise. She needs exact amounts.

### VII. Old Business

#### b. Update on development of Chief Sanitarian job description.

The Board discussed the job posting. The salary range discussed is \$82,000-\$120,000.

#### c. Utilization of Town grant funds: \$350,000. Explained by Attorney Jeff Dinofrio.

#### d. Establishment of Capitol Improvement Project Account for renovation/project expenses.

M. Milone recommended starting with \$200,000. They will probably have to increase this overtime. Currently there is \$1.295 estimated in the fund balance. It could be even higher.

### ***Resolution #07172024-02***

*Be it resolved that the Chesprocott Board of Directors votes to transfer \$200,000 from the District's unrestricted fund balance and appropriations to a new account titled Restricted Capital Improvement Fund for Relocation (to 1220 Waterbury Road) and Renovation of the leased facility at that site. This appropriation is designed to pay for all related expenses, both capital and operating expenses, not appropriated in the District's operating budget.*

**Motion** made A. Giordino, seconded by S. Montavon to approve Resolution #07172014-02. **Unanimous.**

#### e. Willscot Mobile Office Trailer Lease: revised contract, trailer delivery schedule and installation plan.

M. Milone explained that taxes must be in the agreement and then they will be credited throughout the 8 months.

L. Backman asked for clarification on the rent every month. M. Milone stated if they go beyond 8 months, they just pay monthly rent. It's \$1000 for the lease of the building until moved in then 44500 for the first 2 years they occupy it, then \$5000 for the next 3 years. M. Milone mentioned that the staff should look at the lease and terms. Darlene mentioned sewers on the road that they can connect to in the future.

**Resolution #07172024-03**

*Be it resolved that the Chesprocott Board of Directors votes to accept the revised agreement dated July 8, 2024 with Willscott for the total amount of \$50,688.09 and authorize the Board chairperson to execute this revised agreement dated July 8, 2024.*

**Motion** made by L. Backman, seconded by A. Giordino to approve Resolution #07172024-03. **Unanimous.**

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

Darlene stated the containers are being delivered tomorrow. 126 bins; very large bins. She is going to look into possibly placing some in the hallway. IT is all set up. The conversion of the phone systems are scheduled for next Tuesday. Everything is color coded for the moving company. The plumber and electrician are in place. They gave us some flexibility on the dates. Also, liability insurance is not being increased until they start the construction. COI will increase when we actually start building. We can still use the building for files and there are a couple of offices that can be used if they need them for privacy. The lease started July 15<sup>th</sup>. Marcia wants a walk through after they move out. She wants the carpets shampooed as well. The Town of Cheshire did recommend a cleaning company. Eversource is coming on July 26<sup>th</sup>. They also have to turn the keys into Marcia. The cleaning company will come for one final cleaning a week after the move then they will terminate the contract with them. Discussion on 2 banners at new location. Signage will be looked into with zoning.

VIII. New Business

- a. Status of Town of Cheshire permits for Willscott Mobile Office Trailer-  
M. Milone stated permits are not finalized. He is working on this. He also presented a drawing of where the trailer is going. The Cheshire Town Council can waive permit fees for certain governmental entities. He will pay and draft a letter and ask the Council to consider.
- b. Approve purchase of Office Furniture from Discount Office Furniture, Inc.-  
L. Backman explained she purchased 6 desks at \$359 each for a total of \$2,639.  
**Motion** made by B. Ecke, seconded by A. Giordino to approve the purchase of these desks for a total of \$2,639. **Unanimous.**
- c. Per Capita Grant Application review-  
Hilary stated we are going to put off for next board meeting.
- d. Continued approval of H. Norcia's salary stipend as Acting Director.



**Resolution #07172024-05**

*Be it resolved that with the start of the new fiscal year Ms. Norcia's stipend remains at 10% but is calculated on her new wage base of \$76,875, which was increased to reflect the budget approved 2.5% increase for all employees.*

**Motion** made by L. Backman, seconded by S. Montavon to approve Resolution #07172024-05. **Unanimous.**

e. Staff salary adjustments-

M.Milone just wanted to make a point that as was approved in the budget, everyone on staff received a 2.5% salary adjustment/increase on July 1<sup>st</sup>.

f. Board of Directors Regular Calendar Meeting Dates: 2024-2025

**Motion** made by B. Ecke, seconded by A. Giordino to approve the BOD Regular Calendar Meeting Dates for 2024-2025 as presented. **Unanimous.**

**Meeting Dates: 2024-2025**

*Until further notice, the Board meetings will be held in the Cheshire Town Hall, 84 South Main Street, Cheshire CT until renovations are completed at the new Chesprocott office location.*

<i>July 17, 2024</i>	<i>January 15, 2025</i>
<i>August 15, 2024</i>	<i>February 19, 2025</i>
<i>September 18, 2024</i>	<i>March 19, 2025</i>
<i>October 16, 2024</i>	<i>April 16, 2025</i>
<i>November 20, 2024</i>	<i>May 21, 2025</i>
<i>December 18, 2024</i>	<i>June 18, 2025</i>

IX. Adjournment

**Motion** made by A. Giordino, seconded by B. Ecke to adjourn the meeting at 7:50 p.m. **Unanimous.**



Lauren A. Backman  
Chairperson, Board of Directors  
Chesprocott Health District  
July 22, 2024