



## CHESPROCOTT HEALTH DISTRICT

1220 WATERBURY ROAD • CHESHIRE, CONNECTICUT 06410

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Hilary Norcia, MPH. Acting Director of Health

### BOARD OF DIRECTORS

Regular Meeting

Unapproved Minutes

**Cheshire Town Hall, Room # 207**

84 South Main Street

Wednesday, August 21, 2024, 5:30 pm.

Members Present: Andy Giordino, Lauren Backman, Barbara Ecke, Liz Normand, Sarah Montavon

Members Absent: Michael Milone

Chesprocott Staff Members Present: Hilary Norcia, Acting Director of Health; Darlene Miakos, Office Manager, Jeff Andrews-Chief Sanitarian

Others Present: Mike Federico-Accountant; Don Walsh-Cheshire Councilman

The Board meeting was called to order at 5:30 p.m.

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#### I. Roll Call

#### II. Approve Minutes

##### a. July 17, 2024, Regular Board Meeting

L. Backman noted the date at the top of the minutes should read July 17 not June 12. She wanted to also add that Lisa Pollock and Cathy Diana from the Human Resource Group attended by zoom.

L. Backman asked if we resolved the signatures for the STIF Account.

Darlene stated she suggested it would be Lauren, Barbara and Hilary; she did not get confirmation of that.

**Motion** made by L. Backman, seconded by A. Giordino that the signatures required for the CT STIF Account will be Lauren Backman, -Chair, Barbara Ecke and Hilary Norcia. **Unanimous.**

M. Federico asked about setting up Office 365 email addresses like he had suggested. Darlene stated the IT people are going to take care of that. They just got the new firewall delivered. M. Federico explained that using Office

365 email addressed would minimize exposure of district information. D. Miakos explained that they are allowed 20 users for Office 365; so it won't cost us anything.

L. Backman mentioned a typo on page 7 where the number should be "\$4,500" for the first 2 years and then it's \$5000. She also mentioned that they still need to do the Per Capita Grant application review.

**Motion** made by S. Montavon, seconded by A. Giordino to approve the July 17, 2024, Minutes with above discussed corrections and updates.

**Unanimous**

b. July 17, 2024, Special Meeting-Executive Session

**Motion** made by S. Montavon, seconded by L. Backman to approve the July 17, 2024, Special Meeting-Executive Session minutes. **Unanimous.**

c. July 29, 2024, Special Meeting

**Motion** made by S. Montavon, seconded by A. Giordino to approve the July 29, 2024, Special Meeting minutes. **Unanimous.**

d. August 15, 2024, Special Meeting-Executive Session

**Motion** made by B. Ecke, seconded by L. Backman to approve the August 15, 2024, Special Meeting-Executive Session minutes. **Unanimous.**

III. Communications

a. Vaccine Reimbursement through TransAct Billing Co.

L. Backman explained that Lorraine, the part time nurse, worked really hard checking with insurance companies. Due to the trailer not being registered with a Public Health Clinic License, vaccines cannot be stored there. However, we will receive reimbursement from Medicare and Medicaid for the vaccines; we were originally informed that we wouldn't.

b. B. Bedard, CEO Elim Park. Use of Elim Park- Health Clinic

L. Backman stated she hasn't been able to get in touch with the CEO. D. Miakos mentioned that we have an MOU with them as well.

IV. Committee Reports

a. Finance

i. Monthly Financial report:

Mike Federico stated we are starting off the new fiscal year with the updated format presented last time. He reviewed the July 2024 numbers. YTD is on the second page; compared to budget.

One thing he and Darlene are going to work on is to break down the Health District Services numbers each month by category. (ex: food service, permits, plan reviews etc.). This can help us in next year's budgeting process. We have also evolved into a more detailed landscape report.

ii. Expense allocations to date related to Capitol Improvement Project:

V. Division Report

a. Acting Director of Health Report:

Hilary Norcia reviewed her Report dated July 18-August 20, 2024.

L. Backman stated the MOU with Cheshire is on hold until the new Director of Health is hired.

Syntrio Complaint hotline-H. Norcia stated we pay for this service every month and have got no complaints.

**Motion** made by L. Backman, seconded by A. Giordino to discontinue the Syntrio Complaint Hotline. **Unanimous.**

The Syntrio hotline was for staff. S. Montavon mentioned it also being removed off the website.

H. Norcia mentioned the food service software was approved at a previous meeting. D. Miakos stated tablets will go to anyone in the field; all FDA approved.

H. Norcia mentioned names and memorials at ARTS Place.

Also, we are re-posting the Director of Health job. Jeff is working part-time, and Alyssa has taken on additional responsibilities. Alexa was let go. H.

Norcia also referenced other reports at the end of her report, that can be reviewed when the board members get a chance.

**Motion** made by L. Normand, seconded by B. Ecke to change order of the agenda. **Unanimous.**

VI. New Business

a. Vacancy of Full time Public Health Nurse

Per L. Backman Lorraine Brandolini is the part-time (10hr) public health nurse at Chesprocott. In the absence of the FT PH Nurse, she has been tasked with many responsibilities. She is able to increase her hours slightly.

Christina D'Allesantro, is an RN who worked for Chesprocott part-time in 2022. She is able and willing to work as a temporary PH nurse at Chesprocott beginning immediately. Respiratory viral infection season is approaching, and Flu vaccine is arriving within the next week or so with Flu clinics beginning Sept. 12, 2024.

***Resolution #08212024-1***

*Hiring of temporary PT PH Nurse*

*Be it resolved that the Chesprocott Board of Directors votes to hire a temporary part-time Public Health Nurse to assist the other parttime Public Health Nurse in the delivery of public health services to the residents of the*

*Health District. The duration of the temporary part-time RN will depend on the needs of the CHD and the hire of a new DOH.*

**Motion** made by L. Normand, seconded by A. Giordino to approve Resolution #08212024-1. **Unanimous.**

- b. Purchase of temporary vinyl sign for 1220 Waterbury Road:  
Per L. Backman there is currently a tablecloth, where one side has the Chesprocott logo and is covering the large “Artsplace Sign”. Until a permanent sign is designed and approved by P&Z, a temporary vinyl sign displayed on both signs would be important to display to notify the public of the location of Chesprocott HD.

**Resolution #08212024-2**

*Purchase of Temporary Vinyl Sign*

*Be it resolved that the Chesprocott Board of Directors votes to approve the purchase of a temporary vinyl sign to cover both sides of the old “Artsplace Sign” at 1220 Waterbury Road. Two 3ft x5ft vinyl signs can be purchased from VistaPrint for less than \$75.00*

**Motion** made by S. Montavon, seconded by A. Giordino to approve Resolution #08212024-2. **Unanimous.**

- c. Approve Contract Uncle Sams contractors for 1247 old office.  
Per L. Backman stated a condition of the lease at 1247 Highland Ave, the old office location of the Chesprocott HD, was to have the office terminally cleaned, including rug shampooing, to meet the satisfaction of the landlord, Marshall Enterprises/WACO. Upon the recommendation of the Cheshire Public Works Director, Uncle Sam’s Contractors Cleaning Services, LLC were hired to perform terminal cleaning of the offices.

**Resolution #08212024-3**

*Contract with ABS Cleaning Services*

*Be it resolved that the Chesprocott Board of Directors votes to approve the contract and payment to Uncle Sam’s Contractors, LLC. Cleaning Service for the terminal cleaning of the old Chesprocott offices at 1247 Highland Ave., Cheshire, CT. The total amount of the contract payment is: \$1,029.47.*

**Motion** made by B. Ecke, seconded by L. Normand to approve Resolution #08212024-3. **Unanimous.**

- d. Approve purchase of 2 more desks from Discount Office Furniture  
Per L. Backman six desks were purchased and delivered from Discount Office Furniture, Inc. The staff have been very happy with the functionality and looks of the desks. Since their purchase, it has been identified that two

more desks are needed, and it would make sense to purchase them now, so they match the other 6 desks.

Resolution #08212024-4

*Purchase Two Desks from Discount Office Furniture*

*Be it resolved that the Chesprocott Board of Directors votes to approve the purchase of two more desks from Discount Office Furniture. The total amount of the purchase is \$718.00.*

**Motion** made by L. Normand, seconded by A. Giordino to approve Resolution #08212024-4. **Unanimous.**

VII. Old Business

a. Update on hire of new Health Director.

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

L. Backman stated that as of today the job listing was reposted. An e-mail letter was sent to the 25 applicants that applied through the agency. They were informed that the posting has been re-opened and asked them to email back if they want to be reconsidered. The deadline is Friday September 6<sup>th</sup>.

L. Backman stated a 6-member search committee has been determined. There are 2 Chesprocott Board members, the Chair and B. Ecke. One of the Directors of Health, Patrick McCormick from Uncas, has agreed to be on it and the second person is waiting to hear back from them. Town Representative Arnette Talbot to be on. She is checking with the Town Attorney to see if it's okay if she serves on it. Then one of the Chesprocott staff.

Packets will be made with all the applications. Then the very first step is done is a writing sample. They will received 3-4 questions. There will be confidentiality; really important. The second step, Interview #2, different scenarios really hone in on talents, education and experience of the applicants. In looking at the timeline by the middle of October they will select a candidate and hopefully by the end of November the position will be filled.

b. Update on 1220 Waterbury Road Renovation: Design-Bid-Build Process.

L. Backman stated the architect hoped to submit a proposal within 2 weeks. The contract needs to be signed and she hasn't heard from him. They never went past the schematics. They have to come up with the actual plans so it can go out to bid.

(Liz Normand left the meeting 6:29 p.m. due to another commitment.)

c. Willscot Mobile Office Trailer: Status of issues with trailer upon delivery and installation. Already discussed

- d. 1247 Highland Ave Office move: Final update. Already discussed  
No need for walkthrough per Mashall; Darlene took pictures.
- e. Property Cleanup at 1220 Waterbury Rd: Cheshire Public Works Dept.  
L. Backman wanted to acknowledge Public Works. They went in and did a phenomenal job.

VIII. New Business (continued)

- a. Staff salary adjustments  
L. Backman stated the Board needs to review the table of staff salary adjustments from 2022 to 2024. In addition to the 2.5% COLA increase that was already approved. This will be discussed at a future meeting. She also stated it is the Board's decision if it's retroactive or not.
- b. Discussion of CHD joining Waterbury Regional Chamber of Commerce.  
The membership cost is \$445 + \$50 per year.  
H. Norcia met with Jim Belind, the Director of Development. They cover all 3 of our towns. We can get us a lot of exposure. There is a Health Council and a magazine that comes out 2x a year called Health Matters. There are a lot of marketing opportunities etc. We could use the Course Development Grant.  
S. Montavon feels that we really do need that Chamber; all the hospitals are there. She thinks this is a great idea. All board members agreed.  
**Motion** made by S. Montavon, seconded by L. Backman to approve joining the Waterbury Regional Chamber of Commerce. **Unanimous.**
- c. Discussion of CHD Food Service Inspections-  
Jeff Andrews stated the restaurants are priority. Lauren asked about the food code changing. She mentioned Class 1-4. She researched how often they are supposed to be inspected. Lauren designed a chart that will show how many of each class there are in each town. Jeff stated that information is easy enough to tabulate. Class 4 are nursing homes or hospitals. Also, a restaurant that wasn't to do special processes ex. Sushi. H. Norcia wanted to bring everyone's attention to the Environmental Report that Jeff puts together. It tells you how many restaurants we have done and if there is any follow-up needed. Jeff explained that at the beginning of every month what needs to be done. By the end of the month, they are all inspected. Every single place is up to date on inspections. Then they will do spot checks on any places with issues. Dishwashing machines-improper sanitizing are the most common problem; needs to be 180 degrees. H. Norcia stated that most are fixed on site. The reporter comes every month; They will be here tomorrow.

Don Walsh asked about the fog trap issue coming up at next week's meeting. Hilary and Jeff stated they are going to a meeting tomorrow with Dave Milano.

- d. L. Backman stated CDC reports an increase in COVID-19 cases in Connecticut. They were informed of Elim Park staff person having Covid, today. All convalescent home patients.

S. Montavon asked if we need security cameras. D. Miakos stated they are working at ARTS Place. They have them already outside. We need to decide if we want to reactivate. It is for the outside.

Also, voting will be there as usual. They are going to use a portion of the building for next year as well. Don Walsh stated that once the new school is open, voting will be moved there.

IX. Adjournment

**Motion** made by A. Giordino, seconded by S. Montavon to adjourn the meeting at 6:47 p.m. **Unanimous.**



Lauren A. Backman  
Chairperson, Board of Directors  
Chesprocott Health District  
August 27, 2024