

**Chesprocott Board of Directors**  
**Regular Meeting**  
**Unapproved Meeting Minutes**  
**Cheshire Town Hall Room #207/209**  
**84 South Main Street, Cheshire, CT 06410**  
**Wednesday, September 17, 2025, 5:30pm**

**Board Members Present:** Andrew Albert-Chair-W, Sarah Montavon-W (arrived at 5:41), Barbara Ecke-Vice Chair-C, Jim Jinks-C, Michael O'Donnell-C, John Schieffer-P  
**Others Present:** Kate Glendon – DOH, and Michael Federico – CPA, Consultant  
**Call to Order:** 5:33 PM by Andrew Albert (Sarah Montavon absent)

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I. Roll Call

The meeting was called to order at 5:33 PM by A. Albert. Roll was taken. Quorum was determined to be present.

II. Approval of Minutes

a. August 20, 2025, Regular Meeting Minutes

**Motion:** To table approval of August 20, 2025, Regular Meeting Minutes.

Moved by J. Jinks, seconded by B. Ecke

**Vote: Motion carried.** (Abstention: Michael O'Donnell, absent: S. Montavon)

Arrived at: 5:35 PM

b. September 10, 2025, Special Meeting Minutes

**Motion:** To approve September 10, 2025, Special Meeting Minutes.

Moved by J. Jinks, seconded by J. Schieffer

**Vote: Motion carried.** (Abstention: Michael O'Donnell, absent: S. Montavon)

Arrived at: 5:37 PM

III. Public Comment(s) – none

IV. Communications

a. Welcome to new Board Member Michael O'Donnell from Cheshire

A. Albert will send out his appointment letter to the Board.

V. Committee Reports

a. Building Committee

Update(s) on lease between CHD and the Town of Cheshire

A. Albert thanked J. Jinks and K. Glendon for their assistance in gathering the necessary lease documents. Both the lease breakage agreement with the Town of Cheshire and the DATTCO lease have been signed and dated. Corrections noted – DATTCO lease start date is November 1, 2025 (not October 1). CHD will begin moving into the new facility in the last week of October. J. Jinks asked if DATTCO is aware of the requirement to vacate the trailer by November 1<sup>st</sup>.

S. Montavon arrived at 5:37p.m.

A. Albert confirmed DATTCO is aware and is coordinating for a smooth transition. The trailer site must be left in good condition. K. Glendon spoke with Cheshire Town Manager, and a meeting with Public Works will be scheduled to address the transition.

#### Update(s) on lease between CHD and the Town of Cheshire

Renovation is progressing well. Board members were asked to check their emails for updated photos. The remaining major tasks include HVAC installation, flooring, and furniture planning. J. Jinks asked about the furniture timeline. A. Albert responded that current furniture will be reused where possible and DATTCO will provide some furniture. M. O'Donnell inquired about office closure during the move. K. Glendon aims to maintain operations during the transition. S. Montavon suggested a partial day closure to assist. Packing files and cleaning will be the most challenging parts, according to K. Glendon

#### b. Finance Committee

Michael Federico arrived at 5:45 PM and gave an update as to the status of completing audits. Once the Finance Committee has been restructured, they can meet to discuss this further. Andrew will send out a restructuring of the committees for review by the Board. A. Albert stated he felt the Finance Committee should wait to meet until after the move to DATTCO is complete. M. Federico left the meeting following his report.

### VI. Division Report

#### a. Director of Health Report

K. Glendon distributed packets containing her first full report as the new Director of Health. She provided an overview of departmental functions, noting that the Environmental Health team is up to date on all inspections and permits. Each town now has a dedicated health inspector, with the Chief Inspector serving as a backup for all towns as needed.

Flu clinics are currently being administered across all towns. The Emergency Preparedness Coordinator is updating emergency response plans and coordinating with subcontractors. Meanwhile, the Health Educator is supervising two UConn interns and actively participating in community events.

### VII. Executive Session

**Motion** made by J. Jinks seconded by Montavon to go into Executive Session at 6:23 PM to discuss (a.) the performance of a Chesprocott Health District employee and (b.) updates on pending litigation, with Kate invited to attend. **Unanimous.**

**Motion** made by J. Jinks, seconded by S. Montavon to modify DOH contract as discussed in Executive Session. **Unanimous.**

### VIII. Adjournment

**Motion** made by J. Jinks seconded by S. Montavon to adjourn the meeting at 7:11PM. **Unanimous.**