

Chesprocott Board of Directors
Regular Meeting – Unapproved Minutes
Chesprocott Health District
1187 Highland Ave, Suite 210, Cheshire, CT 06410
Wednesday, November 19, 2025, 5:30pm

Board Members Present: Andrew Albert-Chair-W, Sarah Montavon-W, Barbara Ecke-Vice Chair-C, Jim Jinks-C, Michael O’Donnell-C, John Schieffer-P

Others Present: Kate Glendon – DOH, Geno Gagnon – Chief Sanitarian, Emily Gomes – Public Health Nurse, Lorraine Brandolini – Clinical Nurse, Kim Sima – Office Administrator

Board Members Absent: N/A

I. Roll Call

The meeting was called to order at 5:35 PM by A. Albert. Roll was taken. Quorum was determined to be present.

II. Approval of Minutes

a. October 15, 2025, Regular Board Meeting Minutes

Motion: To approve October 15, 2025, Regular Meeting Minutes.

Moved by M. O’Donnell, seconded by J. Jinks

Vote: Motion carried. Time: 5:40 PM

III. Public Comment(s) - None

IV. Communications

a. Welcome to Kim Sima, the new CHD Office Administrator

V. Committee Reports

a. Personnel

Personnel Committee is working on updating the CHD handbook, as of today they are 75-80% done. M. O’Donnell noted some finance issues in the existing handbook to review with the finance committee.

b. Finance

M. Federico was unable to attend the meeting. M. Federico is still working on the FY 24/25 Audit but has been out of contact with K. Glendon and the Finance Committee. K. Glendon and Linda Blackburn are continuing to work together on building a solid financial reporting platform for CHD to proceed.

c. Building - **Final Report**

A. Albert states this committee is no longer needed. The office move is complete; all major bills have been paid. The new CHD sign has been

Chesprocott Health District

approved, should be up in time for the ribbon cutting on December 8, 2025. S. Montavon suggested a decal sticker for the sliding glass door by the elevator.

VI. Division Report

a. Director of Health

K. Glendon said that October was a busy month with the office move while still managing their workload. Along with the move CHD was successful with hiring both the new Office Administrator and Full Time Sanitarian. The staff and help of some board members made the move from the trailer smooth. Matter of Balance and Health Fairs were held in October. L. Blackburn and K. Glendon have been working together on the audit and can report that the environmental staff has brought in roughly \$75,000 since July 2025.

Environmental Health

G. Gagnon mentioned that October's inspections and reporting remained stable, even with the ongoing transition efforts. The environmental staff have all been assigned a town in the district to cover for their workload, Geno will cover Cheshire-Septic, Scott will cover Wolcott, Kaylianna will cover Prosect, Jasmine is assisting Geno with Cheshire Food Service, Cosmetology and Daycare inspections while she is finishing her classes to take her Phase II exam. G. Gagnon spoke with Mary Barton of Prospect to review their new online permitting process.

Emergency Preparedness

N. Hartnett has been updating the EP Response Team and helping to coordinate MRC members for clinics. Nora reported that our MRC members have donated 119 volunteer hours. Nora will be hosting a CHD thank you event for our MRC Volunteers on 11/20/2025 at CHD's new office.

PHEP Capability Workgroup Updates

Capability 1 – reviewing the current Region 2 PHEP documents to identify how to strengthen community partner engagement.

Capability 13 – Discussing collaborating for regional full-scale exercise.

Capability 14 – N. Hartnett attended the N-95 Train-the-Trainer Day. N. Hartnett will be developing CHD's respiratory protection program and conduct N-95 fit testing for appropriate staff members.

Food Drive – collected 81 food and personal care items for donation.

Health Education

H. Norcia participated with the Cheshire Library for lead awareness week, as well as leading the Cheshire Trakkers Walk around Mixville Park and discussed Oral health. Our partnership with the Cheshire Police Department collected drugs from 38 people collecting over 100 lbs. of drugs. Matter of Balance in Prospect is coming to an end in December. H. Norcia had a table at the Prospect Public Library and the Wolcott Public Library during Lead Prevention Awareness Week. H. Norcia continues to update CHD's social media and Press Releases along with participating on WOW Radio once a month. Our UCONN Interns are continuing to join us in the office every other

Chesprocott Health District

week and are strictly working on Opioid related projects per SAMSHA Grant from UCONN.

VII. Old Business

- a. Kaylianna started 11/19/25 to fill the full-time sanitarian position. Position needs to be taken down.

VIII. New Business – Nursing Team Report

- a. E. Gomes and L. Brandolini were present to share their report. They have wrapped up their flu vaccines with Cheshire Academy, as of today they have given a total of 843 Flu shots this year, which was an increase from 498 last year. They have given a total of 261 vaccines to kids 19 and under. Cheshire High School reported a cluster of increased cases of Flu A along with GI and cold symptoms. There were 7 cases of Lyme Disease reported for October.

The Nursing team is continuing their blood pressure clinics at the town senior centers. In October they did 14 at the Cheshire Senior Center, 14 at the Prospect Senior Center and 4 at the Wolcott Senior Center. They also did 37 while at the Elim Park Health Fair.

E. Gomes has been continuing to work on reimbursements for the vaccines, as of date CHD has received about 48% of total submitted.

IX. Executive Session

Motion made by M. O'Donnell, seconded by J. Jinks, to add item b. Discussion of the performance of a Chesprocott Health District employee, to Executive Session. **Unanimous.**

Motion made by J. Schieffer, seconded by J. Jinks to go into the Executive Session at 6:20 PM to discuss (a.) update(s) on pending litigation and (b.) the performance of a Chesprocott Health District employee, with Kate invited to attend. **Unanimous.**

Executive Session ended at 6:55 PM. No votes or motions were taken during/following the Executive Session.

X. Adjournment

Motion made by Jim Jinks and seconded by J. Schieffer to adjourn the meeting @ 6:55 PM. **Unanimous.**