



CHESPROCOTT HEALTH DISTRICT

1187 HIGHLAND AVENUE • SUITE 210 • CHESHIRE, CONNECTICUT 06410
PHONE (203) 272-2761 • FAX (203) 250-9412 • www.chesprocott.org

Chesprocott Board of Directors

Regular Meeting Minutes

Chesprocott Health District Office, Conference Room
1187 Highland Avenue, Suite 210, Cheshire CT 06410
Wednesday, January 21st, 2026, 5:30 p.m.

Board Members Present: Michael O'Donnell-C, Kathy Yacavone-C, John Schieffer-P, Andrew Albert-Chair-W and Sarah Montavon-W
Others Present: Kate Glendon-DOH
Absent: Barbare Ecke-Vice Chair-C

I. Roll Call

The meeting was called to order at 5:34 P.M. Roll was taken. Quorum was determined to be present.

II. Approve Minutes

a) December 17th, 2025, Regular Board Meeting Minutes

Motion to approve December 17, 2025 Regular Meeting Minutes

Moved by O'Donnell; seconded by S. Montavon

No Discussion

K. Yacavone – abstained

Motion carried

III. Public Comment(s) – none

IV. Communications

a) Andrew Albert welcomed Kathy Yacavone, the new BOD member representing the Town of Cheshire for the next three years. K. Yacavone provided the Board with her strong background in public health and healthcare.

V. Committee Reports

a) Personnel

The committee has finished their handbook edits and are ready to send for legal review. The committee has also been working on creating new standard operating procedures for CHD such as new checklists for new employees and other internal personnel processes. K. Yacavone asked if the Board would see the handbook prior to distribution and S. Montavon said yes. The legal review team will make suggestions for the Board to



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consider, especially regarding the federal and state employee laws. K. Yacavone asked for a copy of the current handbook, K. Glendon agreed to send one via email. K. Yacavone asked if it was compared to other local health districts' handbooks, K. Glendon said yes, and our insurance company provided handbook policies and guidelines. The Personnel Committee consists of S. Montavon, M. O'Donnell, J. Schieffer as well as A. Albert and K. Glendon.

The by-laws will be updated next by this committee. K. Yacavone suggested that this document also be reviewed by legal counsel.

b) Finance

The committee currently consists of A. Albert and S. Montavon. The committee met last week to review the profit and loss and general ledger provided by the new accounting support. These documents helped them see where CHD is allocating funds and where money could be reduced or reallocated.

M. O'Donnell suggested that CHD created a 5-year budget.

CHD's Stiff Account was brought up for discussion – CHD current plan is to slowly start replacing the funds that were used for the move into these accounts.

The 26-27 budget planning will begin in February to prepare to present in April 2026. Grants are limited currently and we must plan our budget accordingly as not all departments produce revenue.

A decision to set a February 2026 Finance Committee Meeting will be made via email.

c) Executive

Decision to set a February 2026 Executive Committee Meeting will be made via email and after bylaws are updated.

VI. Division Report

a) Director of Health Report

K. Glendon reported on CHD's recent accomplishments. The 24-25 FY audit was submitted on time, and new policies are being implemented after a handbook and financial review. Community collaborations have



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grown with organizations and local officials. The Environmental Team maintains prompt turnaround time on applications and other community needs and the new fee schedule was launched smoothly. The front desk collects cosmetology renewals for licenses as well as radon. CHD has distributed almost 50 radon kits to residents so far. The clinic continues to generate vaccination revenue and is expanding to teach CPR and babysitting safety to teens. Safety presentations for seniors have started, and emergency preparedness efforts are on track to complete quarter two grant goals.

VII. Executive Session

- a) **Motion** made by S. Montavon and seconded by M. O'Donnell to go into Executive Session at 6:22 P.M. with K. Glendon invited, to discuss (a) pending litigation and (b) lease, sale or purchase of real estate.

No discussion

Unanimous – motion carried.

Executive Session ended at 6:36 P.M.

Motion to work to finalize the return of the Sandbank Road property to the State of Connecticut and provide documentation related to the Sandbank Road property to all necessary organizations.

Moved by O'Donnell; seconded by S. Montavon

No discussion

Unanimous – motion carried

VIII. Adjournment

Motion made by M. O'Donnell and seconded by J. Schieffer to adjourn the meeting at 6:37 P.M.

No discussion

Unanimous – motion carried, meeting adjourned.

A handwritten signature in blue ink, appearing to read "Andrew A. Albert".

Andrew A. Albert
Board Chair
Chesprocott Health District

Approved: Feb. 18th, 2020 A handwritten signature in blue ink, enclosed in a blue circle.