



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, March 18, 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 and Linda Blackburn

I. Roll Call

The meeting was called to order at 5:35 P.M. Roll was taken. Quorum was determined to be present.

II. Approve Minutes

a) February 18, 2026, Regular Board Meeting Minutes

Motion to approve February 18, 2026, Regular Meeting Minutes

Moved by K. Yacavone; seconded by M. O'Donnell

Motion carried unanimously at 5:36 P.M.

III. Public Comment(s) – none

IV. Communications

a) Acknowledgment of resignations: Emily Gomes, Public Health Nurse at CHD as of 3/6/2026; and Board Member Barbara Ecke as of 3/13/2026. Also, acknowledgment of Kim Sima, Office Administrator, resigning as of 3/27/2026. The Board recognized B. Ecke's longstanding dedication to volunteerism as a Board Member. K. Glendon will review the job description for the reposting of the vacant staff positions.

V. Committee Reports

a) Personnel

The handbook is still under review by Robinson & Cole. S. Montavon is hopeful this will happen soon. The committee also reviewed K. Glendon's CHD's future priorities, which will be presented to the staff.

b) Finance

The committee continues working on the 2026-2027 budget and has reviewed the past six months of CHD's finances. The committee will keep meeting to finalize everything before the budget hearing, which will be



CHESPROCOTT HEALTH DISTRICT

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

held prior to the April Board meeting at 5:30 P.M. The Board will then vote on the budget at their regularly scheduled meeting at 5:30 P.M. on April 15, 2026. M. O'Donnell asked K. Glendon whether our Emergency Preparedness Grant, which funds one position, might be in jeopardy due to the federal government. K. Glendon did not think that our grant would be impacted.

c) Executive

A. Albert reported that the bylaws are still under review, and he believes they will be presented to the board in May for approval. Once they are finalized, we can discuss whether a legal team needs to review them.

VI. Division Report

a) Director of Health Report

K. Glendon reported on recent activities of the CHD staff and herself. K. Glendon has been working on the budget with the finance team and CHD accounting and support, updating the bylaws, and creating Standard Operating Procedures for the clinic. K. Glendon rolled out a new payroll system. Staff can now clock in and out electronically and request time off as well. Pool renewal letters have been mailed.

The environmental team has finalized CHD's updated Cosmetology Personnel Care District Ordinances. K. Glendon mentioned that the office is seeing an increase in installers, contractors, engineers, and homeowners visiting as the weather improves. K. Glendon distributed information on Environmental Health to explain the different class levels of restaurants, which relate to their menu offerings and who they serve. The team is still actively working on a case involving a home with elevated lead levels where a child resides.

The Community Health team: the clinic is preparing for CHD's license inspection. In the district as well, we are experiencing fewer cases of flu, RSV, and COVID-19. Emergency Preparedness is preparing for a tabletop exercise for Region 2, and Health Education just released a spring newsletter. They are also setting up tabling events with UCONN interns and working on the Community Health Assessment



CHESPROCOTT HEALTH DISTRICT

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

VII. Executive Session

- a) **Motion** made by M. O' Donnell and seconded by J. Schieffer to go into Executive Session at 6:01 P.M. with K. Glendon invited, to discuss (a) update(s) on pending litigation.

No discussion

Unanimous – motion carried

Executive Session ended at 6:39 P.M. **Motion** made by M. O'Donnell and seconded by K. Yacavone

Discussion:

The Board hereby recognizes that the matter of Maura A. Esposito v. Chesprocott Health District NNH-CV-25-6157120-S has been resolved and is no longer pending. In accordance with that resolution, the Board hereby recognizes that Ms. Esposito's employment with the State of Connecticut Department of Public Health ended in good standing.

VIII. Adjournment

Motion made by J. Schieffer and seconded by S. Montavon to adjourn the meeting at 6:39 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: APR. 22ND, 2020 Handwritten initials "MM" inside a blue circle.