

CHESPROCOTT HEALTH DISTRICT
1247 Highland Avenue
Cheshire, CT 06410-1657

BOARD OF DIRECTORS (BOD) SPECIAL MEETING
Meeting was held in person and via Zoom
Draft Minutes from Board meeting
Tuesday, November 1, 2022
6:00 p.m.

Present: Elizabeth Normand (via Zoom); Maria Benvenuto (via Zoom); Barbara Ecke; Andrew Giordano; and Sean Kimball (joined 6:12 p.m. via Zoom)

Also present:

Maura Esposito, Director of Health (DOH), Chesprocott Health District (CHD);

I. Roll Call

A quorum was present. The Board meeting was called to order at 6:05 p.m.

II. Personnel

Ms. Esposito explained the purpose of this special meeting to discuss the open Chief Sanitarian position at CHD. She reviewed the history of the open Chief Sanitarian and entry level Sanitarian positions. At this time, she is serving as the Director of Health, and also covering the Chief Sanitarian position. There are two additional relatively new Sanitarians on staff, whom Ms. Esposito has been supervising and training; they are also attending State training programs.

Ms. Esposito reviewed the increase in Environmental Health activity this year. CHD is averaging about 50 projects per month for review and inspection versus 13 projects for month in the past, including B100s, septic system repair inspections, new construction, additions and conversions to existing properties, and other projects during 2022.

Ms. Esposito explained that she has posted many ads for the open positions. At this time, several Health Districts in CT are trying to fill open sanitarian positions. Experienced Sanitarians are in high demand.

Ms. Esposito has reviewed salaries in CT for both the Chief Sanitarian and Sanitarian positions. She would like to increase the pay range for the Chief Sanitarian position, which will allow her to hire an experienced sanitarian qualified to serve as the Chief Sanitarian at the CHD.

Ms. Esposito reported that the CHD has done well with its finances and costs this past year; CHD has not raised their fees over the last 2 years; they also have funds in reserve for the building of the new Chesprocott Health District

office on the 2 acres of state prison property on Sandbank Road that was conveyed to them by the State of Connecticut.

Ms. Esposito is interviewing candidates for the open entry level sanitarian position on November 1, 2022.

Ms. Esposito discussed the challenge of recruiting an experienced Sanitarian for the Chief Sanitarian with the current pay scale offered. The Board members discussed this situation.

MOTION: Elizabeth Normand made the following motion; seconded by Andrew Giordano.

- Authorizing the CHD Health Director to interview candidates for the Chief Sanitarian position;
- Increase the range of the annual salary for the Chief Sanitarian position to no more than \$105,000;
- Review the current CHD positions and salaries.

Ms. Normand, Ms. Benvenuto, Ms. Ecke, Mr. Giordano, and Mr. Kimball unanimously approved the motion. The motion passed.

There are no additional items to be brought before the Board of Directors.

MOTION: Ms. Normand moved for adjournment; seconded by Ms. Ecke.
APPROVED. Vote: Unanimous.

The meeting was adjourned at 6:36 p.m.

Respectfully submitted,



Kathy Kirby
Recording Clerk