

**CHESPROCOTT HEALTH DISTRICT (CHD)**  
1247 Highland Avenue  
Cheshire, CT 06410-1657

**BOARD OF DIRECTORS (BOD) MEETING**  
**Draft Minutes from CHD BOE Special Meeting**  
Wednesday, November 30, 2022  
6:00 p.m.

Present: From the CHD BOD: Chair Elizabeth Normand, Maria Bevenuto, Lauren Backman (via Zoom); Barbara Ecke, Andrew Giordano and Sean Kimball; Maura Esposito, Director of Health (DOH) for the Chesprocott Health District (CHD); Town of Prospect Mayor Robert Chatfield, Town of Wolcott Mayor Thomas Dunn, and Town of Cheshire Mayor Timothy Slocum (arrived at 6:20 p.m.).

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The Board meeting was called to order at 6:08 p.m.

**I. Roll Call**

The roll call showed a quorum was present at 6:08 p.m.. As Mr. Slocum had requested this Special Meeting, CHD BOD Chair Ms. Normand delayed starting the meeting until Mr. Slocum arrived at 6:20 p.m.

**II. Discussion**

Mr. Slocum thanked CHD for doing a great job during the COVID pandemic and thanked them for all they accomplished for the three towns during COVID. Mr. Chatfield and Mr. Dunn concurred.

Mr. Slocum contacted Ms. Normand to request this meeting because he has received some concerns/complaints from Cheshire builders and residents about backups and delays in the CHD Sanitarian section. There is a lot of building currently taking place in Cheshire, which will probably continue for the next few years. Mr. Slocum is sharing what he has heard from contractors doing business in Cheshire. He recently met with a local builder/Cheshire resident in October who complained about "back-ups" and "roadblocks" regarding permits, inspections, additions, septic reviews/approvals, etc... These issues result in contract and scheduling delays for the builders.

Mr. Slocum wanted to meet and discuss these concerns/issues with the Board members and the leadership of the 3 towns in the Chesprocott Health District.

Ms. Esposito explained that Chesprocott had vacancies in the Chief Sanitarian position and another Sanitarian position, which she is currently filling. The current shortage of sanitarians is state-wide. She also has two new sanitarians who are in the process of getting their certifications in Food Service and Environmental inspections. Ms. Esposito has been serving as Chief Sanitarian, in addition to her role as Director of Health. Unfortunately, many other health districts are also in need of Sanitarians and there is a shortage of certified Sanitarians currently.

At this time, Ms. Esposito has hired a new Chief Sanitarian who will be starting next week and is doing second interviews with her top two candidates for the open (entry-level) sanitarian position.

Ms. Normand concurred that the reasons for the approval delays for the contractors are because of CHD's lack of a Chief Sanitarian and a Certified Sanitarian, but Ms. Esposito has been trying to remedy this issue by serving as Chief Sanitarian and by hiring a trained, experienced, certified Chief Sanitarian and a new Sanitarian who will go through the certification process.

Mr. Dunn looks at CHD as a "department" of the 3 towns. Most of the complaints he receives are from contractors, who complain about the turnaround time, which we know is because of a staffing shortage. Mr. Dunn looks at the issues closely and reaches out to CHD. Ms. Esposito always responds to his questions or concerns quickly. The Wolcott representative of the Chesprocott BOD also report to him regularly.

Mr. Chatfield also reaches out to Ms. Esposito when he has town residents or contractors complain about inspections and delays and receives a quick response to his questions or concerns. He also appoints the Prospect representative to the CHD BOD, who keeps him informed.

Another concern Mr. Slocum raised is the increases in the CHD fees per resident in each town. He is also concerned that the fund balance CHD maintains is high. He shared the Cheshire Town Council's concern that CHD wants to build a new building on land that is being given to them by the State of CT and worries about a future mortgage that could result in higher charges per resident of each town. Mr. Slocum commented there are many commercial properties coming on the market that might meet CHD's needs for a building.

Mr. Slocum also provided some history of the CHD in the past. Ten years ago under the leadership of the former Director of Health, CHD was basically insolvent. Ms. Esposito has brought the CHD to be a functioning health district which is solvent.

Mr. Chatfield shared that he feels the CHD should build their own building on the Prison land from the State, which will allow them to design the building to meet the needs of the residents of all three towns. They have outgrown their current facility.

Mr. Slocum also discussed the responsibilities of the Board members. Members are appointed by the three towns – they have an administrative responsibility to their towns.

Ms. Esposito explained her job is to ensure that the Chesprocott Health District provides the Ten Essential Public Health Services to the towns of Cheshire, Prospect and Wolcot which it serves. The DOH directs the operations of the Health Department and manages the staff in their provision of Public Health programs and services. The DOH develops the Health Department policies and procedures. The Board of Directors is responsible for providing oversight of the quality within the scope of the organization and financial oversight.

Mr. Slocum stated he would like to receive the CHD budget (or draft budget) early in February, with the charge per resident, to plan their budget. He also feels there should be more interaction and communication with the CHD Board members.

Ms. Esposito explained that she has an open-door policy for all towns. She offered to attend council meetings in each town to update them on CHD and educate them on the services CHD provides and other Public Health concerns. Regarding finances, CHD always looks for grants and other options to take the financial burden off the three towns. She did report they now generate more income from their fees. The CHD is now considered a Medical Provider, which means they are also now able to bill private health insurers.

Ms. Esposito also evaluates the per capita and populations of other Health Districts to help base her fees schedule. Ms. Slocum raised a concern about the competition (number of pharmacies) in the area, and the saturation of medical facilities in our towns and nearby. Ms. Esposito reported that the CHD has been providing services to the local senior centers, and Elim Park, which have been well received. She also looks at what other avenues of revenue other health districts are doing (i.e., vaccinations for travelers).

Ms. Esposito reported she has been looking at properties for sale on the west end of Cheshire, which would be closer for Prospect and Wolcott. With approval from the CHD BOD, she plans to meet with an architect to discuss CHD's space requirements and functionality needs if they build on the prison land available to them by the State.

Ms. Normand offered to get information from Ms. Esposito and attend each of the Towns' Council meetings, to bring information and report on what services are provided by Chesprocott. Ms. Esposito is also happy to attend Council meetings at each of the Towns whenever needed. When the pandemic started, Ms. Esposito presented information at the start of each Cheshire Town Council meeting, updating them on COVID. The towns discussed which dates in February would work best for them.

There being no other items to come before this meeting, **MOTION:** Mayor Dunn moved for adjournment of the meeting; seconded by Mr. Giordano. **APPROVED.**  
Vote: Unanimous.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,



Kathy Kirby  
Recording Clerk