

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

**BOARD OF DIRECTORS (BOD) MEETING**  
**Draft Minutes from CHD BOD Regular Meeting**  
June 21, 2023

Present: Elizabeth Normand, Lauren Backman; Barbara Ecke, and Andrew Giordano (arrived at 5:54 p.m.).

Absent: Maria Benvenuto and Sean Kimball.

Also in attendance: Maura Esposito, Director of Health, CHD.

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The Board meeting was called to order at 5:41 p.m. The Board members moved onto the Communications (none received) and Committee Reports until a quorum was met.

**I. Roll Call**

The roll call showed a quorum was present at 5:55 p.m.

**II. Communications**

None.

**III. Approve of Minutes**

**MOTION:** Elizabeth Normand moved that the Board accept the draft minutes from the 5/17/2023 CHD BOD Regular Meeting as presented; seconded by Lauren Backman. Vote: Unanimous.

**MOTION:** Lauren Backman moved that the Board accept the minutes from the June 8, 2023 Special Meeting as presented with one change: The draft minutes were submitted by Lauren Backman, Acting Secretary; rather than Ms. Esposito, Acting Recording Clerk. The motion was seconded by Elizabeth Normand.

**IV. Committee Reports**

- a. **Finance Committee:** Ms. Backman would like to hold another Finance Committee meeting, possibly the week of July 17, 2023. She will contact the Board members about the date. Ms. Backman also suggested hiring an accountant to review the financial records and attend the Financial Committee meetings;

**b. Personnel Committee:**

- i. The Director of Health's Contract has been extended to September 20, 2023.
- ii. Ms. Esposito reported that the two new fulltime hires - Nurse (RN) and Health Educator (MPH) - have both started.
- iii. Ms. Esposito provided an updated CHD Organizational Chart.
- iv. The CHD Sanitarian open position has been posted again. The challenge is that many health districts are looking for Sanitarians who are certified. Ms. Esposito reported that the certified Sanitarians are being offered higher starting salaries than in the past.

- c. Building Committee:** Ms. Normand directed Ms. Esposito to continue to look for building options. We also need to look into grant funding opportunities through the towns.

**V. Division Reports** – Ms. Esposito asked the Board members to read the Division Reports that were provided in your June 2023 BOD packet prior to the meeting and bring any questions up at the meeting.

**a. Community Health**

**b. Environmental Health**

**c. Emergency Preparedness**

**VI. Director of Health Report**

1. Grant Updates

- a) Matter of Balance (MOB)
  - Cheshire: partnering with Cheshire YMCA. CHD did receive some funding for Matter of Balance.
  - Wolcott & Prospect – dates and times to be determined
- b) ELC – Requesting an extension and budget revision (due to unspent educational material costs).
- c) Workforce Development and Infrastructure Grant – contract not executed.
  - 5 year grant
  - \$120,987.89
- d) Digital Health: \$200,000 the first year; \$59,000 each year following.
- e) Grant available for children's vaccinations.

2. Department Initiatives and Updates

- a) Strategic Plan – MPH student will be reaching out to Board members, staff and town leaders for interviews.

- b) CHD Bylaws – Ms. Esposito and Mr. Giordano will receive the current By-Laws and work with Attorney Ryan.
- c) The draft Employee Handbook is in progress; the draft was sent to Atty. Ryan for his review and input.
- d) Fee Schedule update status – Ms. Esposito provided the following status of the Fee Schedule.
  - The last time the Fee Schedule was updated was in 2018.
  - Ms. Esposito reviewed the current Fee Schedule, and proposed changes in several fees (highlighted in yellow). She researched seven other Health Districts' Fee Schedules. Some of the fee changes proposed included:
    - Site Plan Reviews; Changes in Use (B-100);
    - Septic Permits for new Residential and Commercial Septic systems and Repair of Commercial septic permits.
    - Water Supply – Well permit with 1 visit; Charges for additional visits; B100's added fees, and commercial repairs and water testing. Fees have increased for Well abandonment report review; and water tests review and approvals.
    - Inspections and Licensing of Day Care Centers, Group Homes; Public Pools; Cosmetology licenses; Pre-Operation inspections and re-inspections. Checks and Letter Requests have increased in cost.
    - Food Services: The fees for Class 1 and 2 food service inspections have not changed since 2019. The fees for Class 3 and 4 Food Service inspections have increased by \$75 (class 3) and \$60 (class 4). The Farmers' Markets fees have gone down.
    - Plan Reviews for Change in Owner walk thru and Day Care Center Plan Reviews have increased.
    - Health of residents: There was one case of Legionnaires' disease in Cheshire. There has been an increase in ticks submitted; they have also seen an increase in amounts of lead cases (due to the lowering of the acceptable lead levels).
  - Ms. Backman made a motion to accept the new fee schedule as proposed. Ms. Ecke seconded the motion. Unanimous vote.
- e) Department Initiative: Where are we going in the next 5 years?

### 3. Staff Accomplishments

- a) May 23, 2023 MRC Orientation held in Prospect

## **VII. Old Business**

- The Sanitarian position has been reposted again.

## VIII. New Business

None.

**MOVE TO ADJOURN:** Ms. Normand moved to adjourn the meeting. Seconded by Mr. Giordano. Vote to adjourn was unanimous. The meeting was adjourned at 6:23 p.m.

Respectfully submitted,

Kathy Kirby  
Recording Clerk  
Chesprocott Health District