

Chesprocott Board of Directors
Special Meeting
Unapproved Minutes
Prospect Community Center Room #216
Wednesday, April 23, 2025, 5:30 pm.

Board Members Present: Lauren Backman (C)-Chair, Jim Jinks (C)-Finance Chair, Andrew Albert (W), John Schieffer (P)

Others Present: Hilary Norcia-Acting Director of Health, Mike Federico-Accountant, John Milone- Cheshire Council Member

Board Members Absent: Barbara Ecke (C) and Sarah Montavon (W)

I. Roll Call

The roll call was taken at 5:32 p.m.

II. FY 26: July 1, 2025 – June 30, 2026 Proposed Budget-

a. Review and Discuss FY 26 Proposed Budget

A summary was sent to everyone late this afternoon. M. Federico put together this simple summary. He summarized the revenues and the expenses. He noticed the \$700,000 in Facilities; it should be in the Capital Budget. The middle column shows a reduction of \$54,987 in per capita. His concern is we are thinking of dropping the per capita with a projected operating loss of potentially \$448,447. He explained how he came up with that number. He referred to the CPIU Index which comes out the 13th of every month. Jan. 3%, Feb. 2.82 and Mar. 2.39%.

There was no consistency in the past when giving raises. Using the CPIU index at least it reflects what the economy is doing. It is a good baseline to use. A. Albert asked how we got to those proposed numbers in the budget. H. Norcia stated Darlene looked at a grid of what people should be making. We should have some way to explain how we got to those numbers. We need to ask Darlene the rationale behind the salary increases in the proposed budget just so we understand. H. Norcia stated the new Sanitarian and the new Public Health Nurse positions really needed to be filled and the people who were hired requested a certain amount.

The Board also discussed looking into salary ranges for all the job positions.

M. Federico mentioned lowering the per capita by \$1. He would not propose a fee decrease. What he would do, because there is such indecisiveness by the CDC and what's going to be coming through, is if at the 6-month mark grants are coming in and we get grants that we didn't expect then he would certainly entertain giving money back to the Towns. M. Federico mentioned a surplus due to not having as many staff; around \$169,070 for 2024-2025. That is based on existing PNL. He also referred to the \$700,000 plus that is reserved for the building.

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J. Jinks stated he isn't seeing a difference of \$448,000 loss. M. Federico stated because they plugged in the revenue with the Fund Balance. The \$350,000 from Cheshire is not recognized in the Budget.

If we spent \$700,000 on building and \$60,000 on computers etc. We would start year at \$1.578 million and end with \$630,226. Revenue for this year is significantly less than last year.

He would rather see the Board go more conservative until we know what the situation is with the CDC etc. in our Country.

L. Backman excused herself from the meeting at 6:05 p.m.

A. Albert thinks the numbers are so small on both sides; Why put ourselves in that position by lowering the per capita? If the building was behind us it would be different?

H. Norcia stated they did raise the match for retirement from 6% to 7% to stay competitive.

J. Jinks stated the Finance Committee should look into these things.

M. Federico mentioned asking Darlene for a copy of a plan document or plan summary to give to a new hire that explains everything.

J. Jinks mentioned not putting \$60,000 in the Capital for cars. Also, looking into changing law firms this year with a better rate which could be a significant savings.

H. Norcia stated that the new nurse has a lot of new ideas for revenue as well.

A. Albert agrees that the Finance Committee should meet more regularly like J. Jinks had mentioned.

M. Federico mentioned allocating \$200,000 from the Fund Balance towards the building which was voted on last year at some point.

H. Norcia will be away next week for a work conference. Darlene will need to present the budget at next Tuesday's meeting. M. Federico stated he should be able to make it to the meeting as well.

III. Adjournment

Motion made by A. Albert, seconded by J. Schieffer to adjourn the meeting at 6:34 p.m. **Unanimous.**



Lauren A. Backman
Chairperson, Board of Directors
Chesprocott Health District
April 28, 2025