

**Chesprocott Board of Directors**  
**Regular Meeting**  
**Unapproved Minutes**  
**Cheshire Town Hall Room #207**  
**84 South Main Street, Cheshire, CT 06410**  
**Wednesday, August 19<sup>th</sup>, 2025, 5:30 pm.**

**Board Members Present:** Andrew Albert-Chair-W, Sarah Montavon-W (on phone/arrived in person at 5:53 p.m.), Barbara Ecke -C, John Schieffer-P,

**Others Present:** Hilary Norcia-Public Health Educator, Kate Glendon – DOH, Geno Gagnon – Chief Sanitarian

**Board Members Absent:** Jim Jinks

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**I. Roll Call**

A roll call was taken. The meeting was called to order at 5:32 p.m.

**II. Approve Minutes**

a. July 16<sup>th</sup>, 2025, Regular Board Meeting Minutes

**Motion** made by B. Ecke, seconded by S. Montavon to approved the July 16, 2025, Regular Board Meeting Minutes. **Unanimous.**

b. August 4<sup>th</sup>, 2025, Special Meeting Minutes

**Motion** made by B. Ecke, seconded by J. Schieffer to approve the August 4, 2025, Special Meeting Minutes. **Unanimous.**

The Board discussed updating the minutes on the website from unapproved to approved. Hilary stated we will fix that moving forward.

**III. Public Comment(s)-none**

**IV. Communications**

a. Email from Lauren Backman (7/30/2025) resigning from CHO Board

b. Press Release (appointment of Andrew Albert as next Board Chair)

c. Letter to CT DPH Commissioner (appointment of Kate Glendon as DOH)

**V. Committee Reports**

a. Building

i. Update(s) on lease between CHD and the Town of Cheshire

A. Albert stated he reached out to the Town Attorney for Cheshire as well as Shawn Kimball asking if there is any update on receiving actual paperwork for us to sign regarding breaking our lease with the ARTS Place building. He has yet to receive a reply. Jim Jinks had said that they did vote to allow us to break the lease.

ii. Update(s) on DATTCO building

A. Albert stated the Darlene, Geno and Kate went there this morning. He visited there this afternoon. They are moving forward on construction at a very fast pace. The changes we had to make to the floor plan didn't end up getting to everybody. A. Albert referred to the floor plan passed out tonight. When they met with DATTCO, they were concerned about costs that were going to be incurred and also the timeline. Their main concern was to shrink that one larger office and also having to build out the hallway. Essentially, we removed that wall in the hallway, and we moved office to front of layout and redid how storage was going to flow. We didn't lose any offices or seating. We are also going to save on demolition and framing costs. They also talked about the office training space; partitioning vs. building walls there. They also saved money and time as well. The last thing is we need to work with Kate and Geno and make sure they are happy with the office layout etc.

J. Schieffer asked about the back entrance; is it just for staff? A. Albert confirmed yes.

B. Ecke asked if the elevator is in. A. Albert stated it is in the process of being installed. H. Norcia asked what kind of elevator it is. A. Albert stated just a standard elevator.

A. Albert stated the only pressing thing they need from us is if we are going to be running Cat-6 for internet vs. Wi-Fi; they would like to run all that now while the walls are open. We would have to be a small IT room set up somewhere. He thinks the storage room before you get into the clinic area would make the most sense; it is in the center of the layout.

Kate stated maybe something in the clinic area, backup for records etc. A. Albert mentioned maybe run to office 1-Darlene's area, office 2 and office 5 and then the rest we just do access points. They also discussed a generator for fridge/freezers for vaccines. They could get a hard-wired generator for it. A. Albert needs to communicate to them that the fridge and freezers on their own circuit. Kate already has Emily looking into that would be an approved generator for the vaccines.

A. Albert stated Don told him he sent leasing information over to Jim. He asked for it to be forwarded to him. He received it tonight. We will need to sit down, review or approve it.

The next step will be figuring out furniture and finishes. Kate stated that Don did put them in contact with a furniture store in Manchester that's good with used furniture.

Kate stated that the staff we emailed today and told to start packing up their stuff and work on storage.

(S. Montavon arrived in person at 5:32 p.m.)

S. Montavon stated that we should just find out how big each office is; that will be helpful for us to know when looking for furniture. A. Albert stated we can get those dimensions pretty easily.

H. Norcia asked for clarification on the "conference room" in the plan.

## **VI. Division Report**

### **a. Acting Director of Health Report**

H. Norcia reviewed her report. They submitted everything needed for the Immunization Grant. The Workforce Development Grant goes to 2027, Staff training, outings etc. She updated the Board on the other grants.

Geno updated the Board on the food service software. He has gone to 2 classes; he is playing catch up. Last week's training was virtual not in-house. It is still work in progress. The State has been involved; we actually need State approval to use this. Geno stated he would like the entire staff to go to the in person training.

H. Norcia stated all the flu clinics are all set up and planned.

Geno mentioned they have been short staffed for a while. He has come up with a plan, each inspector gets a town. He is planning on starting this September 1<sup>st</sup>. Things will be a lot more organized and easy to follow.

A. Albert thanked Hilary for being the Acting Director for so long. There have been through a lot of changes.

## **VII. New Business**

### **a. Welcome to Kate Glendon as the new CHD Director of Health**

A. Albert and Kate plan on meeting on a regular basis. The same with Geno. We need to work as a team and move forward.

### **b. Welcome to Geno Gagnon as the new CHD Chief Sanitarian**

Geno asked what the main concern is from the public. A. Albert doesn't hear anything specific. It unfortunately has been a bumpy ride the last few years. We are trying to change the narrative; we are getting there. The services in general have been well received.

S. Montavon stated that generally the services have always been provided. She thinks part of the problem too, when people come in, they hear everyone in the tiny

trailer. We need to make it as positive of an environment as possible.

S. Montavon mentioned the MOU. Our agreement with Cheshire has actually not been signed.

A. Albert mentioned breaking the lease with Cheshire; we actually haven't broken the lease as of yet.

Kate mentioned she has met with most of the staff to see what they are working on and what support they need. Also, they have set up weekly huddles. They are also sharing calendars etc. She thinks the staff is adjusting.

c. Discussion on vacant sanitarian position

A. Albert mentioned getting something out there. Geno and Kate are involved in putting a post together. He asked when a realistic timeframe would be on posting the job opening. Kate mentioned they discussed keeping the position open and just continuing on with Phyllis for a little bit longer until we get into the new space or groove.

## **VI11. Executive Session**

a. Update(s) on pending litigation

**Motion** made by S. Montavon, seconded by B. Ecke to go into Executive Session at 6:23 p.m. to discuss pending litigation. **Unanimous.**

Executive Session ended at 6:32 p.m. No votes or motions were taken during Executive Session.

## **IX. Adjournment**

**Motion** made by S. Montavon, seconded by B. Ecke to adjourn the meeting at 6:32 p.m. **Unanimous.**

Andrew Albert  
BOD Chair  
Chesprocott Health District