

NAUGATUCK VALLEY HEALTH DISTRICT
98 Bank Street, Seymour, CT
HYBRID BOARD OF DIRECTORS MEETING

Tuesday, March 12, 2024

MINUTES

BOARD MEMBERS PRESENT: Adam Bronko, Chairman, Tom Clifford, Barbara Dlugos, Rita Pelaggi, Rosalie Averill, Marietta Sabetta, John Zikaras, Jean Jones, Barbara Lombardi, and, Justin Rompre.

BOARD MEMBERS ABSENT: Thomas Carney, Cady Lenart, Meghan Smith, and Jan Mizeski.

STAFF PRESENT: Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla. Assistant Director of Environmental Health Services.

BOARD RECORDING SECRETARY: Betty King

I. Call to Order and Pledge of Allegiance

Adam Bronko, Chairman, called the meeting to order at 7:12 p.m. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of Board Meeting on February 13, 2024

2024-30 **ACTION TAKEN:** Motion made by Rosalie Averill, to Accept the Minutes of the Board Meeting on January 9, 2024, seconded by Marietta Sabetta. All Ayes. AB: Tom Clifford.

Amended: Under VII. Committee Reports a. Facilities Committee: clarification that maintenance and renovations were discussed and that the motion was previously made by the Board of Directors.

III. Correspondence

On Friday, February 23, 2024 I received an email and typed resignation letter from Lisa McEachern, at 1:16 pm. The letter reads: “Dear Jess: This letter is to formerly notifying you that I am resigning as Business Manager of NVHD. My last day will be two weeks

from today on March 8, 2024. It has been my pleasure to serve Naugatuck Valley Health District in this capacity since September 2016. I want to extend my sincere thanks to the Board of Directors for the opportunity. Sincerely, Lisa McEachern”

After being offered the opportunity to participate in an exit interview, Lisa responded to Jess via email with the following message: Hi Jess, I do not wish to participate in the exit questionnaire. Thank you, Lisa M”

We wish Lisa the best in her next chapter.

IV. Financial Report – Jessica Kristy

The Financial Report for the month of February 2024 was reviewed and discussed.

Revision was made to the percentage calculation column in the report on 3 line items: Repair Soil Test & Site Evaluations, B-100 Soil Tests, and Site Facility Visit Fees.

V. Chairman’s Report – Adam Bronko

None at this time.

VI. Director’s Report – Jessica Kristy

The Director’s Report was reviewed and discussed.

VII. Committee Reports

a. Facilities Committee - Rosalie Averill

There hasn’t been a committee meeting. Rosalie deferred to Jess for an update on the status of 98 Bank Street holding historical designation. We asked Attorney Stanek to follow up on this and he did get back to me with a reply from the Connecticut Registry indicating that it is her opinion that 98 Bank Street would be included in the 100 Bank Street designation as designated once the boiler was added on the back of the building was connected to the two buildings.

The RFP will be updated and published now that we have this historical clarification.

Jess also reported that she was notified via email from Jon Eckman, Fischel Properties (100 Bank Street), that the CT Department of Transportation has hired a contractor to work on a series of projects in Seymour, including the widening of Route 67 (Bank St.). Part of the project is working on the retaining wall along the road so the tenants of

100 Bank Street were instructed to park in the rear parking lot of 98 Bank Street. There is some concern about the car volume, especially on Wednesday's when WIC is here. Martha Street will also be closed so we are not sure about the rear exit.

We had a work order ticket in with Eversource to repair the light pole in the back parking lot. Eversource now requires the municipalities to service streetlights. Jess put in a request through Kurt Miller at the Town of Seymour, and it was added to the list (the vendor comes once per month).

b. Budget Committee – John Zikaras

i. Presentation and action on the preliminary budget for fiscal year 2024-2025

John reported that the Budget Committee met with quorum on March 5th. The budget has been prepared with minor revisions. The fee schedule remains the same. The Budget Committee is recommending increasing the Town Per Capita Allocations by 10 cents to \$7.60 from \$7.50. The Budget Committee is also recommending a 5% wage increase for core employees. The adjustment to the Town Per Capita should help offset the loss of State Per Capita dollars due to variation in the population figures.

Jess will send out the legal notices and host a Public Hearing two weeks from now on March 26th at 5:00 pm with both in person and virtual options.

Tom Clifford commends the Budget Chair on the preparation of the new budget.

2024-31

ACTION TAKEN: Motion made by Tom Clifford to accept the Budget Committee's Proposed Fiscal Year 2023-2024 Budget and Fee Schedule as presented with Revenues and Expenditures in the amount of \$1,775,728.08, seconded by Barbara Lombardi. All Ayes.

ii. Discussion and possible action on the amount of funds the Director of Health is authorized to transfer to the STIF account.

2024-32

ACTION TAKEN: Amended motion made by Rosalie Averill to authorize the Director of Health wire transfer anything in excess of \$250,000.00 from the ION Bank account to the STIF Account, seconded by Marietta Sabetta. All Ayes.

iii. Discussion and possible action on the appointment of auditor for fiscal year 2023-2024 and term of appointment

2024-32 **ACTION TAKEN:** Motion made by Rosalie Averill, to authorize Jess to request George A. Sinnamon extend his audit contract with the current terms by 1-year to include the term of fiscal year 2023-2024, seconded by Tom Clifford. All Ayes.

VIII. Old Business

None at this time.

IX. New Business

a. Discussion and possible action regarding two revised NVHD public health codes (1) NVHD Private Well Code and (2) NVHD Subsurface Sewage Disposal Systems Code

2024-33 **ACTION TAKEN:** Motion made by Adam Bronko that the Board of Directors authorize the Director of Health to put forward the proposed revised Private Well Code and Subsurface Sewage Disposal Systems Code to go to Public Hearing inclusive of any additional revisions requested by Attorney Stanek, seconded by Tom Clifford. Abstain– Rosalie Averill and John Zikaras.

X. Adjournment

2024-34 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn the meeting at 8: 35 pm, seconded by Rita Pelaggi. All Ayes. AB-John Zikaras.