



NAUGATUCK VALLEY HEALTH DISTRICT

98 Bank Street, Seymour, CT

BOARD OF DIRECTORS MEETING

Tuesday, November 12, 2024

MINUTES

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

BOARD MEMBERS ABSENT: Cady Lenart, Jan Mizeski, Meghan Smith, and **Marietta Sabetta.**

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

John Zikaras, Chairman, called the meeting to order at 7:09 p.m. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of the Board Meeting on October 8, 2024

2025-30

ACTION TAKEN: Motion made by Adam Bronko, to accept the Minutes of the Board Meeting on October 8, 2024, seconded by Tom Clifford. All ayes.

Discussion: In Motion 2025-28, “Chairman” was misspelled. Typo was corrected.

III. Correspondence

None at this time.

IV. Financial Report – Jess

Jess discussed the Financial Report for the month of October.

2025-31

ACTION TAKEN: I, Rosalie Averill, move to not charge businesses affected by the August 2024 flood, seconded by Tom Clifford. Discussion. Motion is

withdrawn.

V. Chairman’s Report - John Zikaras, Chairman

None at this time.

VI. Director’s Public Health Report – Jess Kristy

The October Public Health Report was reviewed and discussed.

VII. Committee Reports

a. Personnel Committee - Barbara Lombardi

1. Review and approval of the revised “Business Manager” job description

2025-32

ACTION TAKEN: I, Adam Bronko, move that the revised Business Manager Job description be accepted as presented and adopted into the NVHD Personnel Policies, seconded by Jean Jones. All Ayes.

b. Facilities Committee - Rosalie Averill

1. Update on Renovation Project

George Sinnamon, Auditor, requested that the motion to authorize ID3A, LLC reflect the agreed AIA contract amount of \$92,575 and that the expense be recorded in the Capital Reserve Fund budget line.

2025-33

ACTION TAKEN: I, Rosalie Averill, move that the Board of Directors of the Naugatuck Valley Health District authorize the expenditure of \$92,575 for the Phase 1: Field Investigation & Evaluation (LiDar) & Schematic Design as outlined in the ID3A, LLC AIA contract and that the expenses be recorded under the Capital Reserve Fund line item, acknowledging the budget line item was set at \$10,000, seconded by Adam Bronko. All Ayes.

VIII. Old Business

None at this time.

IX. New Business

a. Fiscal Year 2023 – 2024 Audit Update – Jess Kristy

George Sinnamon, Auditor, will file an extension so that the Board can review the FY 2023-2024 Audit Draft prior to it being submitted.

b. Executive Session: Discussion of a document protected from disclosure under Connecticut General Statutes Sections 1-210 (b) (10)

2025-34

ACTION TAKEN: I, Tom Clifford, move that the Board of Directors of the Naugatuck Valley Health District enter executive session at 8:26PM in accordance with the provisions of Connecticut General Statutes Sections 1-225(f), 1-231(a) and 1-200 (6) (E) to discuss a matter that would result in the disclosure of public records or information contained therein as described in Connecticut General Statutes Section 1-210 (b) (10). I further move that the following individual(s) be invited to attend the executive session:

1. Director of Health, Jessica Kristy
2. Assistant Director of Environmental Health Services, Melanie Dokla

seconded by Rita Pelaggi. All Ayes.

Executive Session ended at 8:47.

2025-35

ACTION TAKEN: Motion made by Tom Clifford, to adjourn at 8:47 p.m., seconded by Justin Rompre. All Ayes

Minutes respectfully prepared by Betty King, Recording Secretary and submitted by Jessica Kristy, Director of Health. Subject to revisions at the next full Board of Director Meeting.

