

The Torrington Area Health District
Board of Directors Meeting
April 28, 2022
Hybrid with Zoom

Member Present: L. Timolat, Canaan, T. Breakell, Goshen, Robert Collins, Harwinton, T. McClintock, Litchfield, W. Minacci, North Canaan, A. Orsini, Plymouth, P. Oliver, Salisbury, J. Magda, Torrington, W. Hudock, Winsted, K. Wilson, Winsted

Members Participating through Zoom: N. Rabuba, Bethlehem, G. Gourley, Norfolk, A. Scappaticci, Plymouth, T. Waldron, Torrington

Chairman Collins called the meeting to order at 7PM

1. FY 21 Audit – King, King & Associates

- Presentation of FY21 Auditor report by Chris King of King, King & Associates

After review and discussion, the following motion was made:

Motion made by B. Hudock and L. Timolat respectively to adopt the FY 21 Auditors report as presented by King, King & Associates. Vote called, hearing no abstentions or objection the motion carried.

Currently:

Motion made by L. Timolat and B. Hudock to recess this regular meeting of the TAHD Board of Directors for the sake of the intended Public Hearing to follow. Vote called, hearing no abstentions or objections the motion carried.

2. Public Hearing- called to order by Chairman Collins at 7:15 PM

A. FY23 Proposed Budget for TAHD

- FY 23 Proposed Budget present the FY23 Proposed Budget to the Board. After Review and discussion by the Board the following motion was made:

Motion made by B. Hudock and L. Timolat respectively to adopt the FY23 spending plan and appropriate aggregate of \$3.123,075.84. Vote called, hearing no abstentions or objections the motion carried.

Public Hearing portion of this meeting was closed at 7:30PM.

3. Minutes of January 13, 2022

Motion made by B. Hudock and L. Timolat respectively to accept the minutes of the January 13, 2022, meeting as written. Vote called, hearing no abstentions or objections the motion carried.

4. Board of Health & Staff

a. Changes in Board Members – None

b. Changes in Staff

- Kelli George
- Massiel Romero

c. Board Chairman Comments

- Attends Northwest Chamber of Commerce meetings on behalf of the TAHD
 - Health Council
 - Breakfast with Business

5. Items for information consideration by Board Members – None currently

6. Committee Reports

a. Finance Committee – Timolat/Rubbo

- FY YTD – Discussed and reviewed
- Schedule of Allocation discussed and review with the following motion being made:

Motion made by L. Timolat and B. Hudock respectively to accept proposed changes to the schedule of allocations dated 4-20-22 transferring \$10,000 from the 339 Main Street account to the 364 Main Street account and reallocating \$10,000 in the FY22 memorandum of allocations for 339 Main Street account to the 350 Main Street memorandum of allocation account for FY22 and remove 339 Main Street from the schedule of allocation. Vote called, hearing no abstentions or objections the motion carried.

b. Building Committee – Breakell/Rubbo

- 339 Main St
 - Property has sold and have we have closed. TAHD netted \$187, 085 from the sale which will be added to the General Fund Account
- 350 Main St
 - Roof
Inspections of roof showed it is very good condition no need for any repairs at this time
 - Potential generator project
DOH Rubbo explains that if our current building at 350 Main St was equipped with a full generator, potentially TAHD could serve as true EOC when needed.
 - Payoff of USDA loan #1 with a balance of \$490, 654.21
DOH proceeded to explain to the Board that with the sale of 339 Main St it will now be possible to pay off the original mortgage loan on the building located at 350 Main St from monies in the General Fund. With that the following motion was made:

Motion made by T. Breakell and P. Oliver respectively to pay off USDA Mortgage #1 (350 Main Street) in June of 2022 for a sum of \$490,654.21 using the general fund balance. Vote called, hearing no abstentions or objections the motion carried.

c. Personnel Committee – Wilson

- No Report

7. TAHD Policies Handbook- T. Stansfield

- Discussion ensued on policies currently enforced by TAHD and how the creation of a policy handbook would benefit the district and staff. The following resolution was brought to the table by B. Hudock and L. Timolat respectively

WHEREAS: the advisability of there being available a user manual for those seeking services of the TAHD in its operations requiring the review of planning, inspections, and the approving of permits or licenses in accordance with the Public Health code of the State of Connecticut having been determined.

THEREFORE: Be it resolved that the TAHD staff shall be authorized and directed to publish such a handbook which shall include but not limited to the following:

- 1. A copy of this resolution with the date of adoption including dates of change or additions***
- 2. A table of contents***
- 3. A tabbed format indicating and separating the several subjects***
- 4. Handbook subject matter shall include but not limited to all TAHD Board of Directors adopted or ratified requirements pertaining to the Public Health Code of the State of Connecticut which requirements are additional and supplemental to the referenced state code. Vote called and hearing no abstentions or objections the motion passed.***

8. TAHD Fee schedule revision – T. Stansfield

- T. Stansfield presented the revised fee schedule which will now include several additions in fees for service. Including Nail Salon plan review fees and licensing fee for such establishments. Other changes to be incorporated with this new fee schedule is the increase of the Itinerant Vending fee from \$125.00 to \$275.00. With discussion conclusion the following motion was made:

Motion made by P. Oliver and B. Hudock respectively to adopt the proposed changes to the TAHD fee schedule as presented. Vote called hearing no abstentions or objections the motion carried.

9. Director's of Health Report- DOH Rubbo

- No report currently

10. Program Reports

- a. Childhood Immunization – A. Domnich-Kovalevsky – Written report attached
- b. Emergency Preparedness Program – P. Rabeuf – Written report attached
- c. SPF-Rx/Academic detailing/ODMAP – Report attached
- d. Environmental Health – Food, Lead, Septic, Complaints, other

11. Other Business

- T. Breakell Chairman of the Building Committee suggested that and Insurance review with our carrier CIRMA should be complete soon

12. Adjournment

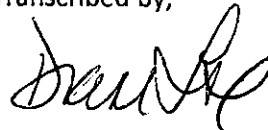
Motion made by B. Hudock and T. Breakell respectively to adjourn the April 28, 2022, meeting of the Torrington Area Health District Board of Directors @ 9 PM. Vote called, hearing no abstentions or objections the motion carried.

Respectfully submitted,



Robert Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary