

**Torrington Area Health District  
Board of Directors Meeting  
September 8, 2022**

**Member Present:** L. Timolat, Canaan, T. Breakell, Goshen, R. Collins, Harwinton, S. Vontell, Morris, A. Orsini, Plymouth Dr. J. Magda, Torrington, T. Waldron, Torrington, W. Hudock, Winsted

**Zoom:** N. Rahuba, Bethlehem, G. Gourley, Norfolk, Dr. A. Scappaticci, Plymouth, D. Ouellette, Thomaston, G. LaCava, Warren, J. Wilk, Watertown, K. Wilson, Winsted

**Staff Present:** Director R. Rubbo, Deputy Director T. Stansfield, Administrative Secretary D. Fox, R. Smith, Sanitarian (Zoom)

Chairman Collins called the meeting to order at 7 PM

A moment of silence was called for the Stella Gryniuk, long time sanitarian for TAHD who passed away on August 16, 2022, at the age of 98.

### **1. Minutes**

*Motion made by W. Hudock and A. Orsini respectively to accept the minutes of the June 9, 2022, meeting of the TAHD Board of Directors as written. Hearing no abstentions or objection the motion carried.*

### **2. Board of Health and Staff**

#### **a. Changes in Board Members**

- Passing of Thomas McClintock, representative for the town of Litchfield who passed away on July 25, 2022

#### **b. Changes in Staff**

- Megan McClintock has been hired as the new Emergency Management Coordinator

#### **c. Board of Health meeting schedule for 2023**

- Change – meetings will now be held the 3<sup>rd</sup> Thursday of January, April, June, and September

#### **d. Questions and/or concerns from board members or members of the public to be placed on the agenda (If an action item is added to the agenda a 2/3 vote is needed to take any action)**

### **3. Chairman's Report**

- All is going well
- Thanked committee member and Chairs for dedication and excellent work

### **4. Committee Reports**

#### **a. Finance Committee – L. Timolat**

- FY22
  - Auditors will soon begin
  - \$200,000 has been banked in total so far for FY 2023 that is due to the collection of Food License Renewals and State Per Capita Grant
- FY23 YTD – DOH Rubbo
  - Highlights and overview of current budget status
  - Focus on State and Local per capita along with income and expense being only 3 months into the current budget numbers seem to be in order with what was budgeted

- Schedule of Allocation FY 23
  - DOH Rubbo discussed the purchase of a new vehicle in the amount of \$27,658 budgeted amount was \$28,000
  - DOH also recommended that \$6,000 be moved from the 350 Main Street Building line item to the Amount Budgeted to be spent 2022-2023 for tree work (\$5300) and Gutters (\$700) to be done.

***Motion made by W. Hudock and T. Breakell respectively to accept the schedule of allocations as presented. Hearing no abstentions or objections the motion carried.***

**b. Building Committee – Breakell**

- Concrete pad for dumpster – completed
- Leases for TAHD tenants – CIRMA has sent lease to their legal team and return to TAHD with language that is required by CIRMA as our insurance provided. Will be sent to Mark Malley, attorney for TAHD
- Gutters for rear of 350 Main Street – Quote has been received work to begin soon
- Tree work done in north parking lot with two large trees taken down
- Replanting of landscape beds around building
- Landscape bed in front of north parking lot to be const
- Generator project – awaiting bids

**c. Personnel Committee – K. Wilson**

- Election of Officers
  - Personnel Committee Chairman K. Wilson opened floor for nominations of Officers for the TAHD Board of Directors.

***K. Wilson recommends that the incumbents be re-elected to their positions with Mr. Collins as Chairman and Mr. Waldron as Vice Chairman of the TAHD Board of Directors. With L. Timolat and B. Hudock respectively moving that Mr. Wilson recommendations be accepted.***

***L. Timolat and W. Hudock respectively moved that all nominations for the Officers of the TAHD Board of Directors be closed and that the slate of officers as presented be approved with the Secretary casing one (1) vote. Hearing no abstentions or objections the motion carried.***

**5. Program Reports**

**a. Water Lab update**

- Water test laboratory services have been dissolved with PACE Analytical Service as of August 31, 2022 See contract and notes. TAHD officially out of the water testing business

**b. TAHD Policy Handbook - Update**

- Policies that have been developed over the years of to facilitate the actions of TAHD
- Policy handbook was developed strictly for regulations within TAHD that are more stringent than those set by State of Connecticut or State Public Health Code
- Discussion ensued on formatting, language, and overall legality/authority of such policies
- Discussion continued CT State Statue 368f Section 19a-243 “District rules and regulations. Powers of districts. Meetings. Expenses. –See attached

***Motion by L. Timolat and W. Hudock respectively that the Torrington Area Health District Board of Directors provisionally adopt a publication entitled “Torrington Area Health District Policy Handbook” see attached and that the Torrington Area Health District Board of Directors revisit this document for revisions or amendments at the next board meeting or sooner at a special meeting.***

***L. Timolat and W. Hudock respectively amended motion currently on the floor to the following: To have an end date of January 19, 2023. Vote called hearing no abstentions or objections the motion as amended carried.***

c. Food Protection Program – T. Stansfield- Deputy Director

- Many new employees working on or have gotten their food certification. Numbers of establishments being inspection has gone up
- FDA update- State of CT has adopted the Federal Drug Administration Food Code and will begin January 1, 2023.

d. Environmental Health – T. Stansfield-Deputy Director

- Bathing water sampling program has concluded for the season
- Salt contamination in drinking water wells – working with DOT and DEEP. Waiting on results of sampling that was taken in Norfolk.
- Fairs land Weekend events. Staff extremely busy every weekend

e. Lead Poisoning – T, Stansfield -Deputy Director

- Regulations for Blood Lead Levels (BLL) will be changing in February 2023. Current regulation for BLL level in child in a poisoned child is currently 20 ug/dl, will be dropping to 10 ug/dl. These changes will be very burdensome to homeowners and will increase the workload on a comprehensive lead case at TAHD by 4-5 times. Additionally, in another year BLL for a poisoned child will drop to 5 ug/dl.

f. Emergency Preparedness – Written Report

h. Influenza Clinic

- 2022-2023 Clinic Schedule attached

i. Immunization – Written Report

j. Opioid Prevention – Written Report

**6. Director's Report – R. Rubbo**

- TAHD Volunteer Management Policy amendment

***Motion made by L. Timolat and W. Hudock respectively to adopt and amendment to "TAHD Volunteer Management Policy". – see attached. Hearing no abstentions or objections, the motion carried.***

**7. Other Business – None Currently**

**8. Adjournment**

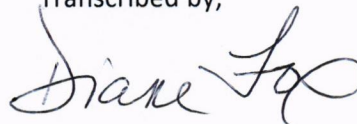
***Motion made by W. Hudock and J. Wilk respectively to adjourn the September 8, 2022, meeting of the Torrington Area Health District Board of Directors at 8:45 pm. Hearing no abstentions or objections, the motion carried.***

Respectfully submitted,



Robert Rubbo  
Director of Health

Transcribed by,



Diane Fox  
Administrative Secretary