

**CHESPROCOTT HEALTH DISTRICT (CHD)  
1247 Highland Avenue  
Cheshire, CT 06410-1657**

**BOARD OF DIRECTORS (BOD) MEETING  
Draft Minutes from CHD BOD Regular Meeting  
Wednesday, November 15, 2023**

Present: Lauren Backman, Maria Benvenuto (arrived at 6:17 p.m.),  
Barbara Ecke, Andrew Giordano, and Sean Kimball (departed at 6:55 p.m.).

Absent: Elizabeth Normand

Maura Esposito, Director of Health, CHD; Michael Federico,  
Accountant (departed at 6:45 p.m.); Patricia Cramer, newly elected  
Town of Cheshire Town Council member (arrived at 5:42 p.m.).

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The Board meeting was called to order at 5:37 p.m.

I. Roll Call

The roll call showed a quorum was present at 5:37 p.m.

II. Approve of Minutes

**MOTION:** Barbara Ecke moved that the Board accept the meeting minutes from the October 18, 2023 Regular CHD BOD meeting with the following change: Under the Division Reports, the name of our computer tech support company (ACS) was incorrect; the company name is ABS. Seconded by Andrew Giordano. Vote: Unanimous.

III. Communications

None.

IV. Committee Reports

a. Financial Committee

There was a discussion about CHD's current and proposed Fee Schedules and Per Capita rate. Mr. Kimball asked what are we willing to offer to the 3 towns.

Currently the Per Capita rate (2023/2024) per resident of each town is \$13.15. The cost per Town is:

Cheshire: Annual cost: \$376,458	Quarterly cost: \$94,114.50
Prospect: Annual cost: \$122,873	Quarterly cost: \$30,718.25
Wolcott: Annual cost: \$212,505	Quarterly cost: \$53,126.00

Ms. Esposito and Mr. Federico reviewed Budget Revision Proposals effective January 1, 2024.

**PROPOSAL OF PER CAPITA RATE OF \$10.00 PER CAPITA**      **FY 24 Q3 & Q4 SAVINGS**

Cheshire: Annual cost: \$286,280	Quarterly cost: \$71,570	\$45,089
Prospect: Annual cost: \$93,440	Quarterly cost: \$23,360	\$14,706
Wolcott: Annual cost: \$161,600	Quarterly cost: \$53,126	<u>\$25,452</u>
		Total Savings: \$85,247

**Return Fund Balance: Total: \$300,000**

Cheshire	\$150,000
Prospect	\$ 50,000
Wolcott	\$100,000

Revert Fee Schedule to approved 2022 fee schedule

**SAVING SUMMARY**  
**Fee Schedule reverted back 2022**

FY24 per capita reduction	\$ 85,247
FY 25 (\$10 per capita) reduction	\$170,494
Return Fund Balance	<u>\$300,000</u>
<b>Total Savings:</b>	<b>\$555,741</b>

**PROPOSAL OF PER CAPITA RATE OF \$11.15 PER CAPITA**      **FY 24 Q3 & Q4 SAVING**

Cheshire: Annual cost: \$319,202	Quarterly cost: \$79,800	\$28,628
Prospect: Annual cost: \$104,185	Quarterly cost: \$26,046	\$ 9,344
Wolcott: Annual cost: \$161,600	Quarterly cost: \$53,126	<u>\$16,160</u>
		Total Savings: \$54,132

**Return Fund Balance: Total: \$300,000**

Cheshire	\$150,000
Prospect	\$ 50,000
Wolcott	\$100,000

Revert Fee Schedule to approved 2022 fee schedule

**SAVING SUMMARY**  
**Fee Schedule reverted back 2022**

FY24 (\$11.15) per capita reduction	\$ 54,132
FY 25 (\$11.15) per capita reduction	\$108,264
Return Fund Balance	<u>\$300,000</u>
<b>Total Savings:</b>	<b>\$462,396</b>

**PROPOSAL OF PER CAPITA RATE OF \$12.15 PER CAPITA**

**FY 24 Q3 & Q4 SAVINGS**

Cheshire: Annual cost: \$347,830	Quarterly cost: \$86,957	\$14,314
Prospect: Annual cost: \$113,529	Quarterly cost: \$28,382	\$ 4,672
Wolcott: Annual cost: \$161,600	Quarterly cost: \$49,086	<u>\$ 8,080</u>
		Total Savings: \$27,066

**Return Fund Balance: Total: \$300,000**

Cheshire	\$150,000
Prospect	\$ 50,000
Wolcott	\$100,000

**Revert Fee Schedule to approved 2022 fee schedule**

**SAVING SUMMARY**  
**Fee Schedule reverted back 2022**

FY24 (\$12.15) per capita reduction	\$ 27,066
FY25 (\$12.15) per capita reduction	\$ 54,132
Return Fund Balance	<u>\$300,000</u>
<b>Total Savings:</b>	<b>\$381,198</b>

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**CHD Activity Summary**  
**July 1, 2023 – October 30, 2023**

**Services:**

**Grants:**

R-2 Grant	\$ 21,664
State Matching Per-Capita	140,743
MRC Grant	3,000
ELC Grant	117,057

Medical Reimbursements 12,654

Town Per-Capita	356,981
Fees Collected	69,610
Investment Income	<u>19,239</u>
<b>Total Support &amp; Revenues</b>	<b>\$740,619</b>

**Expenses**

Contract Services	\$ 20,335
Grant Expenses	
ELC	9,303
R-2	72,031
Personnel & Overhead (\$235,000 is Personnel)	<u>475,711</u>

**Total Expenses** \$ 577,380

Excess of Revenue over Expenses as of 10/31/2023 \$ 163,239

Mr. Federico and Ms. Esposito distributed and reviewed the Sample Fiscal Year 2026 Budget Per/Capita Costs based on three per-capita rates (\$10.00; \$11.15 and \$12.15). Detailed breakdowns of each line item under Income and Expenses were also distributed to the BOD.

# Chesprocott Health District

## Sample FY 26 Budget Per/Capita Costs

	FY 24 @ \$ 13.15	P/C \$10.00	loss/profit	P/C \$11.15	loss/profit	P/C \$12.15	loss/profit
<b>Income:</b>	<b>\$ 1,419,800.00</b>	<b>\$ 1,244,563.00</b>	<b>\$ (175,237.00)</b>	<b>\$ 1,306,814.00</b>	<b>\$ (112,986.00)</b>	<b>\$ 1,360,946.00</b>	<b>\$ (58,854.00)</b>
<b>Expenses:</b>							
Contract	\$ 90,930.00	\$ 76,700.00	\$ (14,230.00)	\$ 77,700.00	\$ (13,230.00)	\$ 77,700.00	\$ (13,230.00)
Employee Benefits	\$ 162,531.00	\$ 175,212.00	\$ 12,681.00	\$ 179,412.00	\$ 16,881.00	\$ 179,412.00	\$ 16,881.00
Facilities & Equipment	\$ 67,917.00	\$ 67,350.00	\$ (567.00)	\$ 67,350.00	\$ (567.00)	\$ 67,350.00	\$ (567.00)
Insurance Expenses	\$ 45,300.00	\$ 49,600.00	\$ 4,300.00	\$ 49,600.00	\$ 4,300.00	\$ 49,600.00	\$ 4,300.00
Operations	\$ 119,100.00	\$ 77,800.00	\$ (41,300.00)	\$ 82,850.00	\$ (36,250.00)	\$ 86,100.00	\$ (33,000.00)
Payroll	\$ 60,786.00	\$ 58,666.00	\$ (4,415.00)	\$ 64,276.00	\$ 3,490.00	\$ 64,276.00	\$ 3,490.00
Personnel	\$ 886,236.00	\$ 739,235.00	\$ (147,001.00)	\$ 809,235.00	\$ (77,001.00)	\$ 836,508.00	\$ (49,728.00)
<b>TOTAL</b>	<b>\$ 1,432,800.00</b>	<b>\$ 1,244,563.00</b>	<b>\$ (190,532.00)</b>	<b>\$ 1,330,423.00</b>	<b>\$ (102,377.00)</b>	<b>\$ 1,360,946.00</b>	<b>\$ (71,854.00)</b>
	Fund shortfall	\$ -	\$ (15,295.00)	\$ (23,609.00)	\$ 10,609.00	\$ -	\$ (13,000.00)

Town Populations (2021)	
Cheshire	28628
Prospect	9344
Wolcott	16160

Mr. Federico discussed lowering the per capita fee and when should CHD put the changes into effect. Mr. Kimball reported the Towns have already budgeted fees for CHD with \$13.15 for Fiscal Year 2023/2024. Mr. Kimball recommended putting the lower per capita rate into effect in Fiscal Year 2024/2025.

Mr. Federico stated that lowering the per capita rate will decrease their revenues. Will expenses increase? Mr. Federico discussed reducing overhead costs and possibly taking funds out of their reserve.

Ms. Backman asked Mr. Federico how much would be needed in the Reserve Fund for him to be comfortable with that balance. Mr. Federico recommended having \$400,000 in the Reserve Fund balance. Mr. Kimball stated that GAAP (General Accepted Accounting Principles) recommends having 3-6 months of reserves (\$400,000) in their general fund balance.

Discussion/suggestions about reducing expenses:

- Mr. Kimball recommended returning of the Fee Balance on 7/1/2024.
- Remove the Grant Writer position from the 2024/2025 budget.
- Mr. Kimball recommended having a range of salaries for staff.

- Ms. Backman recommended reviewing our Fee Schedule as compared to the rest of the state. Ms. Esposito stated that the 2023/2024 Fee Schedule increases in June 2023 were not implemented.
- Ms. Esposito reminded the BOD that CHD's current lease expires in June 2024. Ms. Esposito will talk to their current landlord about a month-to-month lease. Mr. Kimball recommended asking for a 3-month or 6-month lease extension.
- CHD has been looking for a building to purchase. They also considered Arts Place space that is being vacated. Ms. Backman asked if it would help to hire an architect to evaluate Arts Place and the needs of CHD.
- **MOTION:** Sean Kimball moved that the Chesprocott Board authorize Maura Esposito, the Director of CHD, to engage an architect's services to conduct a review of the Artspace facility for the needs of the Chesprocott Health District, at a cost not to exceed \$15,000. Seconded by Barbara Ecke. Vote: Unanimous. Key points with this review – availability and quick turnaround.
- Mr. Frederico recommended holding off returning the \$300,000 from the Fund Balance to the 3 towns until a decision is made about Arts Place.

#### b. Personnel Committee

Ms. Ecke had no report.

Ms. Esposito stated they reviewed all the attorney's comments regarding the Employee Handbook update. The Employee Handbook is being updated based on attorney's comments. The review was put on pause. The updating will resume.

#### c. Building Committee

Mr. Kimball stated that the ArtsPlace building would be available by March 1 or April 1. As stated under the Finance Committee's earlier report, the Chesprocott Board of Directors authorized Maura Esposito, the Director of CHD, to engage an architect's services to conduct a review of the Artspace facility for the needs of the Chesprocott Health District, at a cost not to exceed \$15,000.

#### d. Bylaws

i. Bylaw review update: Ms. Normand, Chair of the Bylaws committee, was absent.

Ms. Esposito asked clarification of what was discussed at Wednesday's Town Council meeting and how the council wanted the by-laws amended to include municipal leaders as appointed board position. Mr. Kimball stated that the Cheshire Town Council would like a municipal representative from each Town. They also discussed the possibility of weighted votes based on each town's population. If CT statutes allow,

they would like to double the Board, using a weighted board. Mr. Kimball would also like to change the frequency of meetings, perhaps having more subcommittee meetings and less full Board of Director meetings.

Ms. Backman questioned reducing board members with Public Health experience and replacing those positions with municipal leader appointments. She shared that some Boards have Infectious Medical representatives on the Board.

Ms. Backman would like more descriptions of responsibilities in the Bylaws. Ms. Esposito offered to look at other Health Districts' Bylaws.

Ms. Esposito welcomes any suggestions from the BOD.

V. **Division Reports** – Ms. Esposito has asked the Board members to review the Division Reports outside of the Board meeting and let her know if they have any questions.

a. **Community Health Educator, Nurse**

b. **Environmental Health**

c. **Emergency Preparedness**

d. **Director of Health Report**

1. **Grants:** Ms. Esposito provided updates on:

- a) Immunization Grant \$175,906 – DPH reviewed and approved CHD application. Media campaign containing both digital, print, social media and website presence has begun. Grant period: 9/1/2023 – 6/30/2024.
- b) Workforce Development Grant: 4 year \$120,987. Grant budget re-submitted.
- c) Local Prevention Council – 'Prospect Promise' \$3,020.20. Building Coalition. Ms. Esposito was asked to seek faith based and business members to participate in coalition.
- d) Matter of Balance \$3,000 – Classes continue in Prospect. Classes for Wolcott and Cheshire are planned for Spring 2024. The YMCA has asked to continue partnering with this program.
- e) Regional CRI PHEP Grant \$523,012-Q (July 1 to Sept 30) financial and programmatic have been submitted.

2. **Director of Health Report**

- a) Flu vaccination clinics are ending. We were asked by Cheshire Academy to provide flu vaccines to 90 students who do not have vaccine insurance. We utilized the Child Vaccine Program and were able to receive those vaccines at no cost. MRC volunteers were utilized.

- b) Elim Park has requested we provide the most recent COVID-19 vaccine to residents who reside in the independent units. We've provided 2 days of services. All vaccinations were entered into CT Wiz and processed for insurance reimbursement on site. MRC volunteers were utilized.
- c) Property on S. Brooksvale Road in Cheshire CT. Legal orders were served to the landlord, and he did not comply with the orders. Attorney Cliff Comerford has been retained to proceed on the civil matter and the State Housing Prosecutor has been provided with all the necessary paperwork for criminal. Civil Court date is December 4, 2023.
- d) The CT Department of Health has provided funding for the Director of Health to attend the 2023 Northeast Epidemiology Conference from November 30 – December 1, 2023.
- e) Ms. Esposito reviewed Reportable Diseases (including Lyme Disease) for October 2023 and Sexually Transmitted Diseases July 2023 – October 2023.
- f) In addition to the Matter of Balance program, Health Education/Community Health Outreach has focused on Substance Abuse (Narcotics training) and QPR (Suicide Prevention) Training. They have also publicized pre-natal health and the importance of publicizing information about Safe Haven locations (where infants can be left). The Public Health Educator has set up a new Facebook page and is also posting Community Health information/upcoming programs on the local forums.
- g) Under Environmental Health, the Sanitarians have been doing a great job with restaurant inspections and pre-inspections; temporary food permits; daycare inspections; soil testing; septic repair inspections; , water treatment wastewater systems; B100a/additions; septic field inspections; well permits; and more.

VI. Old Business

None.

VII. New Business


Traditionally CHD BOD does not have a BOD meeting in December. Ms. Blackman recommended that the CHD BOD meeting in December; Wednesday, December 6<sup>th</sup> at 5:30 p.m. was selected for that meeting. Budget amendments will be discussed at this meeting.

Mr. Kimball reported that the new Town of Cheshire Town Council will have an organization meeting on December 12, 2023. They would like to submit questions to the CHD BODs, hoping the BOD can reply with answers prior to their Dec. 12<sup>th</sup> meeting. They hope to receive budget amendments proposed by the BOD at their 12/6/2023 meeting.

Ms. Esposito stated that if the CHD must disband, there is a lot of work that must be done before CHD can disband, including that sorting all communicable disease reports and passed them onto another the health department in which they reside.

MOVE TO ADJOURN: Andrew Giordano moved to adjourn the meeting. Seconded by Lauren Backman. The meeting was adjourned at 7:14 p.m. Vote count: Unanimous.

Respectfully submitted,



Kathy Kirby  
Recording Clerk  
Chesprocott Health District

PROSPECT CO. CHD  
TOWN CLERKS OFFICE  
RECEIVED FOR RECORD  
2023 NOV 29 PM 12:08  
Michelle F. Sirocki  
TOWN CLERK