



**Board of Directors Meeting
Wednesday, January 13, 2021**

Virtual Zoom meeting - Meeting ID: 892 9979 1461

5:00 PM

I. Roll Call:

- a. **Present:** Gary Allyn (Montville), Damian Rickard (Lisbon), Dr. Michael Betten (Bozrah), John Faulise Jr. – Chairman (Griswold), Lillian Rafeldt (Voluntown) signed in at 5:45 pm, Keith Wentworth (Lebanon), Thomas Craney (Franklin), Kevin Lyden (Salem), Frank Jacaruso (Norwich), Shane Roberts (Norwich), Dr. Elizabeth Osga (Griswold)
- b. **Absent:** Sandra Allyn-Gauthier (Norwich), Gerald Stefon (Sprague), Rebecca Melucchi (Norwich) Deb Schober (Montville)
- c. **Vacant:** 1-Norwich vacancy

II. Audience of Citizens: None

III. Approval of Board Minutes for September 9, November 18, 2020 meetings: A motion was made by Michael Betten, seconded by Frank Jacaruso to accept the minutes as presented. All others voted in Favor. Motion passed.

IV. Communications:

- a. An email was received by Sherry Ostrout and read at the meeting notifying the Director of Health of her resignation from the Board of Directors. She has moved out of the area and is no longer eligible to participate on the Board.

V. Committees:

- a. Finance Committee:
 - i. The Chairman, Kevin Lyden, reported out on the review of the July – December 2020 actual vs budget. Many of the program fees are close to the budgeted amount at the 6-month mark. Plan reviews and well permit fees have exceeded the budgeted amount. Interest income, other inspections and other income have been impacted due to the pandemic. The income is currently down by 90% from last year. There have been no servsafe classes, fast class classes or flu clinics which normally generate “Other” Income.
 - ii. Payroll and associated expenses continue to be slightly higher than projected due to the Pandemic. Currently the two new nurse positions are covered 100% by the ELC funding. The salary overtime which has

been incurred for the existing nurse was covered by the Crisis funding which ran out in November 2020.

- iii. The Board was made aware that the committee will be working on a Cost Allocation plan for the District. This is in response to the recommendation of the auditor and will be helpful in applying for grants in future.

b. HR Subcommittee: Did not meet.

VI. Management Reports

a. Director of Health Report:

- a. The Director asked the Board for a moment of silence in recognition of the loss of Jason Vincent. He will be greatly missed.
- b. The Director of Health report was presented by the Director of Health.

b. Environmental Health Report:

- a. The report for November – December 2020 was reviewed. The majority of what has been done is Septic Inspections, test holes and perc tests. Construction and renovations are continuing through the pandemic.
- b. The inspections for restaurants and salons have mostly been completed virtually.

c. **Public Health Nurse report:** None.

VII. New Business:

a. UHD employees – vehicle rules:

- i. The HR Committee will review this document and present at the next Board Meeting.

VIII. Old Business:

a. **Board of Director bylaws:** TABLED

IX. Other –

- a. The chairman discussed the Directors performance review. The comments received were all positive. The end review was very positive. Some of the questions on the template received by the Board were no applicable. The form will be revisited and revised.

X. **Next Meeting:** January 13, 2021, 5:00 pm

Meeting adjourned at 6:06 pm

Respectfully submitted,

Laura Boudah