

**Torrington Area Health District
Board of Directors Meeting
Minutes April 17, 2025**

Members Present: L. Timolat, Canaan, T. Breakell, Goshen, W. Minacci, North Canaan, A. Orsini, Plymouth, W. Baldwin, Torrington, T. Waldron, Torrington, C. Noyd, Watertown, W. Hudock, Winsted

Members on Zoom: G. Gourley, Norfolk, P. Oliver, Salisbury, G. Lacava, Warren

Staff/Guest Present: J. Rompre, Chief Sanitarian TAHD, C. King, King, King Associates, R. Rubbo, Director TAHD

Staff on Zoom: D. Fox, Administrative Secretary TAHD, A. Domnich-Kovalevsky, Deputy Director TAHD

Vice Chairman T. Waldron opened meeting at 7:01 pm

1. **Moment of silence** for our past Chairman Robert (Bob) Collins who passed away on February 5, 2025.
2. **FY 24 Audit** – presentation by C. King of King, King & Associates

Once the review of audit was completed the following was read by L. Timolat

This is from the Torrington Area Health District Board of Directors, and the subject is a comment on the auditor's use of the term, quote, undesignated reserve for the term general fund balance used by the board. One, a positive general fund balance is the best accepted practice in the financial management of a public agency. Two, while the Torrington Area Health Board of Directors does not provide a named line-item subject for its general fund balance, The funds representing that balance are designated to provide for unknown and unplanned contingencies and or shortfalls in the adopted budget.

Three, for example, the proposed fiscal year 25-26 known expenses exceed the known FY26 revenue by \$84,162. The Torrington Area Health District general fund balance designated for just such a contingency will accommodate the revenue shortfall without an impact on the solvency of the district with no restrictions on its operations and with no need to uprate payment from the district's member towns.

L. Timolat and W. Hudock moved respectively that that be added as an attachment, but not internally tampering with the publication from the audit. Vote called hearing no abstentions or objections, the motion carried.

Moving on to the actual motion to adopt the FY 26 Audit as presented by Chris King.

Motion made by L. Timolat and W. Hudock respectively to adopt the FY 24 Auditors report as presented by King, King & Associates. Vote called hearing no abstentions or objections the motion carried.

3. **Public Hearing:** Recess of the current meeting at 7:03 pm to begin public hearing

a. FY 26 Proposed Budget for TAHD – presented by DOH Rubbo

- FY 26 proposed budget was presented to the TAHD Board. Upon review and discussion, the following motion was made.

Motion was made by L. Timolat and W. Hudock respectively to adopt the FY 26 spending plan and aggregate of \$2,475, 388.40. Vote called and hearing no abstentions or objections the motion carried.

Public Hearing portion was adjourned at 7:27 pm

Resuming of the TAHD April 17, 2025, meeting

4. **Minutes of January 16, 2025, meeting**

Motion made by W. Hudock and L. Timolat to accept the minutes of the January 16, 2025, meeting as written. Vote called and hearing no abstentions or objections the vote carried.

5. **Board of Health & Staff**

a. Changes in Board Members

- Introduction of Chief William Baldwin as representative for the City of Torrington
- Victor Mitchell – Town of Plymouth
- The loss of Bob Collins - Harwinton

b. Changes in Staff

- Tom Stansfield has retired from his position as Deputy Director as of March 7, 2025
- Anastasiya Domnich- Kovalevsky promoted to Deputy Director of Health
- Justin Rompre – promoted to Chief Sanitarian

6. **Items for information/consideration by Board Members**

7. **Committee Reports**

a. Finance Committee – L. Timolat

Recommendation:

Moving \$5,000 from the general fund to a new line item called legal representation.

The Board recommends that \$5,000 from the general fund be put in the schedule of allocation. And the \$1,000 remains for minor contractual and not litigation, but contractual references and so forth.

In addition, we also recommend to the full board that \$30,000 or up to \$30,000 be spent to purchase a new motor vehicle.

Motion made by L. Timolat and W. Hudock to accept the proposed changes to the schedule of allocations

The following motion was tabled at the January 2025 meeting.

Now being brought forth at this time for a vote:

“The matter of contingency funding for fiscal year spending plan” – agenda addition

The following motion was presented by L. Timolat and W. Hudock respectively:

WHEREAS: TAHD's fiscal year operations have, from time to time, required management to address contingencies both unplanned for and unfunded, thus, potentially handicapping the timely administration of the district's affairs,

THEREFORE RESOLVED: The TAHD Board of Directors adopts as its Policy, a budget line item for contingency funding available at the discretion of the Director of Health

FURTHER RESOLVED: The above authority is granted to the Director of Health, provided that the Director of Health notifies his intentions in question at hand to the members of the TAHD board and if any one member requests, the question will be deliberated upon at a special or regular meeting. (to be discussed further in Finance Committee report) added as an additional motion under Finance Committee Vote called hearing no abstentions or objections the motion carried.

FY 25 YTD & Projected 25

- DOH Rubbo led discussion on the YTD update highlighting certain aspects which include proposed new grant income which would change the whole landscape of the projected budget.
- b. Building Committee – T. Breakell
- Window Replacement Plan - Preliminary investigations
 - Monitor the replacement of the 2 leaky windows to see what it will entail and then Pursuing other options
- c. Personnel Committee – K. Wilson
- Currently no report

8. **Board Chairman Position**

- Seeking guidance from the Board on how to proceed
- Clarification of By-Laws
- 2 members currently interested in Chairman position - L. Timolat and T. Waldron
- DOH Rubbo will email current board members to seek advice

9. **Director's Report**

- Keeping a watch on the Federal pause that could affect some of our grants
- State Per Capita – should hear by April 23, 2025 – vote needs to be by April 25, 2025

10. Program Reports

- a. Environmental Health Program – J. Rompre
 - Highlighted observations over his past month as Chief Sanitarian on work environment and flow amongst employees
 - Food Service Establishment (FSE) inspections – 149 inspections during the months of March and April
 - Itinerant Vendor renewals have been sent out in February
 - Wendy Batterton has complete field standardization, the last step to becoming a CT Certified Food Inspector. Waiting on State to review paperwork and issue certificate
 - Seasonal inspections will begin: Public Pools, Campgrounds, Bathing water sampling
 - Soil testing, B100A and septic review continue along with issuing Permits to Discharge.
 - Proposed changes to the Technical Standards for Subsurface Sewage disposal systems with design flow of 10,000 gal/day and less will now be permitted by the Local Health Dept. This is a change from the 7,500 gal/day currently
- b. Immunization Program – Written Report
- c. Emergency Preparedness – B. Laforge – Written Report
- d. Medical Reserve Corp Program – Written Report
- e. Lead Poisoning Prevention – Stacy/Justin – Written Report
 - Blood Lead Levels (BLL) 5mg/dl in children is considered elevated
 - Open lead cases and investigations currently stand at 32 – 1 new case, Closing 2 cases
 - Staff will be attending lead/risk assessment refresher training
- f. Suicide Prevention Program – Written Report
- g. Preventative Health Strategies at work in CT Communities Block Grant – Written Report

11. Other Business – None Currently

12. Adjournment –

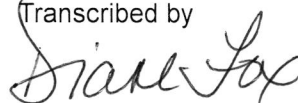
Motion made by W. Hudock and T. Breakell to adjourn this April 17, 2025, meeting of the TAHD Board of Directors. Vote called and hearing no abstentions or objections the motion carried. Meeting adjourned at 8:30 pm.

Respectfully submitted,



Robert Rubbo, Director of Health

(Transcribed by



Diane Fox, Administrative Secretary