

Torrington Area Health District
Board of Directors Meeting
June 20, 2024

Members Present: Wendy Westcott, Borough of Bantam, William Minacci, North Canaan, Tim Waldron, Torrington, Alan Mickel, Watertown, William Hudock, Winsted

Zoom Participants: Nancy Rahuba, Bethlehem, Jennifer Keller, Litchfield, Gloria Gourley, Norfolk, Peter Oliver, Salisbury, Daniela Oullette, Thomaston, Keith Wilson, Winsted

Meeting called to order at 7:03 pm by Vice Chairman Waldron

1. Minutes of April 18, 2024, meeting

Motion made by N. Rahuba and W. Minacci respectively to accept the minutes of the April 18, 2024 Meeting as written. With one abstention (A. Mickel) no objections, the motion was carried.

2. Board of Health and Staff

- a. Changes in Board Members – None
- b. Changes in Staff – None

3. Questions and or comments 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)

4. Update from Board Chairman – none currently

5. Committee Reports

a. Finance Committee – Timolat/Rubbo

- FY 24 YTD
 - DOH Rubbo highlighted and discussed with members of the board both income and expenses of the FY 24 YTD budget.
- FY 25 update
 - No changes to the Per Capita funding from the State of CT
 - Working on an RCORP grant with McCall Foundation
 - The State of CT has executed the contract for the Prevention Block Grant
- Schedule of Allocation
 - North parking lot will cost \$33,617.50 instead of \$29,095.00 schedule of allocations needs to be changed to reflect the increase
 - Air Conditioning Condenser replacement - TAHD building is served by 2 AC air conditioning condensers. Recently one of the AC condensers failed and needed to be replaced at the cost of \$16,686.43. Due to the age and availability of these mechanicals it was suggested by the Mechanical contractor that we purchase the second condenser to be installed as well. An additional \$16,000 - \$17,000 will need to be added to the schedule of allocation for the purchase of the second AC condenser.
 - FileMaker server to be replaced an additional \$7,695.00 is also an add to schedule of allocations.

Motion made by W. Hudock and W. Minacci to adopt the changes to the Schedule of Allocation With the addition of \$17,000 for replacement of the AC condenser. Vote called, hearing no Abstentions or objections the motion carried.

- Certificate of Deposit has been purchased. Copy presented

b. Personnel Committee – Wilson

- Personnel Policies to be updated DOH Rubbo will contact the labor attorney

c. Building Committee - previously discussed

6. TAHD Sanitary Code

- Addition of license fee for sampling food vendors.
 - Sampling booths at temporary events fee

Motion made by W. Hudock and N. Rahuba to adopt the proposed changes to the TAHD

Sanitary Code as presented. Vote called, hearing no abstentions or objections, the motion carried.

7. TAHD By Laws

- Add language to the By Laws regarding DOH and Chairman's duties annually
 - Article IV – Add
“Annually at the January quarterly Board of Health Meeting, the Chairman of TAHD Board of Health shall be authorized by the Board of Health to establish special purpose committees, to appoint their officers, and to assign their subjects of study. Further, the Chairman of the TAHD Board of Directors will act as chairman pro tempore for the special purpose committees until and if he or she appoints a permanent chairman.”
 - Article VI – Add
“Annually, at the January quarterly Board of Health Meeting, The Director of Health & the Chairman of the Board of Health and/or their designee shall be authorized by the Board of Health to sign any and all contracts, resolutions, legal agreements, and other documents necessary to conduct routine business on the behalf of the TAHD.”

Motion made by W. Hudock and K. Wilson to accept the changes as presented to the TAHD By Laws. Vote called, hearing no abstentions or objections the motion carried

8. Director's Report – DOH Rubbo

- Powassan virus a rare tick-borne illness has been attributed to two deaths within the TAHD
- DOH Rubbo has been in contact with the State Epidemiologist and the state is tracking Activity.

9. Program Reports

- Environmental Health – Tom Stansfield
- Immunization Program – Written report
- Emergency Preparedness - Written report
- Lead Poisoning Prevention- Written report
- Medical Reserve Corp Program - Written report
- Suicide Prevention Program – Written report
- Opioid Prevention programs OD2A/RCORP – Written report

10. Other Business – None

11. Adjournment

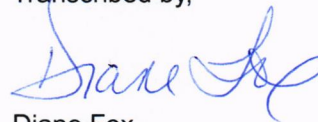
Motion made by W. Hudock and G. Gourley to adjourn the June 20, 2024, meeting of the TAHD Board of Directors. Vote called, hearing no abstentions or objections, the meeting was adjourned at 8 PM.

Respectfully submitted,



Robert Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary