

**Torrington Area Health District
Board of Directors Meeting
January 15, 2026**

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

Members on Zoom: N. Rahuba, Bethlehem, W. Westcott, Borough of Bantam, J. Tyson, Cornwall, G. Gourley, Norfolk, D. Oullette, Thomaston, H. Pulchin, Warren, J. Wilk, Watertown

Guests: E. Horowitz, Cannan

Staff: R. Rubbo, Director of Health, A. Domnich-Kovalevsky, Justin Rompre, Chief Sanitarian, E. Minacci, Business Manager, D. Fox, Administrative Secretary

Meeting called to order at 7:00 pm by Chairman Waldron

1. Fiscal Year 2024-2025 Audit

Presentation by Chris King of King, King & Associates, after review and discussion the following motion was made:

Motion made by L. Timolat and B. Hudak respectively to accept the Fiscal Year 2024-2025 Audit as present by King, King & Associates. Vote called hearing no abstentions or objections the motion carried.

2. Minutes of September 18, 2025, Board meeting

Motion made by W. Hudock and A. Orsini to accept the Minutes of the September 18, 2026, as written. Vote called hearing no abstentions or objections, the motion carried.

3. Chairman's Report – T. Waldron

- Window project has been completed. More detailed information will follow in the Building Committee report.
- Water main breaks – Watertown and Thomaston – Commended Staff on efforts during the incident
- Scheduling a Meet and Greet with local legislators prior to the beginning of the 2026 Legislative session to discuss issues facing Local Health Department and DPH mandates and funding.

4. Board of Health & Staff

- a. Changes in Board Members – Howard Pulchin, Warren
Kim Sparks, Litchfield
- b. Changes in Staff – Kevin Patraw – New Hire Full Time
Phyllis Amodio – New Hire – Part Time
Carmen Neile – New Hire – Translator – Per Diem
Diane Fox – Administrative Secretary – Part time will be retiring as of March 26, 2026
- c. Items for information/consideration by Board Members- None Currently

5. Committee Reports

- a. Finance Committee – L. Timolat
 - 1. FY 26 YTD – DOH Rubbo- highlighted and reviewed the FY26 YTD budget going over both income and expenses portion of the FY 26 budget. On the grants side there has been a 1year extension of the suicide prevention grant of \$40,000, the suicide prevention grant expense of \$10,000 to McCall Foundation. On the building maintenance side and increase cost of \$8500 vs \$1500 for the mortar

repairs to the exterior of the building.

Motion made by L. Timolat and W. Hudock respectively to ratify the FY26 Budget to include the 1 year extension of the suicide prevention grant \$40,000, the suicide prevention expense of \$10,000 to the McCall Foundation, and the increase in exterior maintenance cost of \$8500 vs \$1500 for the mortar repairs to the exterior of the building. Vote called, hearing no abstentions or objections the motion carried.

2. Treasure's Report for FY27 Per Capita rate recommendation

DOH Rubbo discussed the history of the TAHD Per Capita along with highlights of TAHD finances. After reviewing the fund balances, the Schedule of Allocations, the information provided, and information supplied to the Committee by the State of CT. It is the recommendation of Finance Committee that the Per Capita rate be maintained at \$5.48 with the understanding we may need to draw upon reserves to balance the budget for FY27.

Motion made by L. Timolat and W. Hudock that the 2066-2027 Per Capita be set at \$5.48.

Vote called, hearing no abstentions or objections, the motion carried.

3. Business Manager Introduction/ Updates – Emily Minacci

- Discussion on changes made to the Business office including online payment system MunicPay along with using PayChex to process payroll.
- Presentation on STIF (Short Term Investment Fund) – Program offered by State of CT Treasurer's Office. TAHD will still have access to this account while gaining a higher Interest rate than offered through traditional banks.

Motion made by L. Timolat and W. Hudock allowing the TAHD Business Manager to proceed with the opening of the STIF (Short Term Investment Fund). Vote called, hearing no abstentions or objections, the motion carried.

b. Building Committee – T. Breakell

- Windows installation was completed on January 15, 2026. All came out well and project came in under budget.
- Masonry work for window project & repoint sections of the building that have large cracks will take place in the spring

c. Personnel Committee – DOH Rubbo

- Updated Personnel Policies/Employee Handbook

Motion made by W. Hudock and T. Breakell respectively to adopt the updated Personnel Policies as presented. Vote called, hearing no abstentions or objections, motion carried.

- Resolution for the Director of Health to sign documents

Motion made by L. Timolat and A. Orsini respectively that the Director of Health, Chairman of the Board of Health, and/or their designee are authorized to sign any and all contracts, resolutions, legal agreements, and other documents necessary to conduct routine business on the behalf of the TAHD for the period of January 15, 2026 – January 21, 2027. Vote called, hearing no abstentions or objections the motion carried.

- Resolution for TAHD Board Chairman to establish special purpose committees.

Motion made by L. Timolat and W. Hudock respectively that the Chairman of the TAHD Board of Directors is authorized 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 committee until and if he or she appoints a permanent chairman. This resolution is indefinite, subject to annual renewal by the TAHD board at each January regular meeting. The term of such permanent committee chairman may be appointed ends of the 1st of January each year.

This resolution is not meant to be construed as to prevent the TAHD Board of Directors from acting on its own in the matter of committees or from assigning specific charges to standing committees.

The above motion has been amended to include the dates of January 15, 2026, to January 21, 2026.

Vote was called and hearing no abstentions or objections to the amended resolution, the motion carried.

6. Director's Report – DOH Rubbo – No further reports

7. Program Reports

a. Environmental Health – Justin Rompre

- Sept- Dec 2025 – 250 Food Service Establishment have been inspected
- Hepatitis A case investigated was coordinated between the Environmental Staff and TAHD's Public Health nurse
- Brandon Jacques is close to finishing his field standardization to become a certified food inspector
- For subsurface sewage disposal systems, the staff continue to conduct, these inspections, soil testing, B100A plan reviews, new soil... new plans, reviews, and issuing of permits to discharge, right through our winter months
- Two major changes coming in 2026 to Subsurface Sewage Disposal Systems regulations
First, local health will be responsible for oversight and planning and planning and plan review for community sewage systems with capacities up to 10,000 gallons. Second pending changes to the Connecticut Public Health Code 1913B100A and 1913B103, we can see, with these changes, new proprietary systems coming into Connecticut. These are alternative systems if you have poor soil conditions. This will require specialized training of our staff.

b. Immunization, Flu Clinic Lead Prevention Program, Assistant Director – Anastasiya Domnich-Kovalevsky

- Website went live in November
- VaxCare new platform for billing vaccines
- New regulation for lead 2026 – level changes have brought on increase in lead cases which brings on an increase in workload without funding from State
- Grants – Academic detailing on opioid safety – more details to follow

c. Emergency Preparedness – Brien LaForge – written report

d. Medical Reserve Corp – Brien LaForge – written report

e. Lead Poisoning – Anastasiya Domnich-Kovalevsky – discussion and written report

f. Influenza Clinics, TB, Food Borne Enteric Disease- Patricia Miglowiec – written report

- g. Suicide Prevention Program – written report
- h. Diabetes Prevention Program- written report

8. Other Business

Recognition of Eli Horowitz, who will become new member from Canaan, upon the resignation of L. Timolat at the end of the April 2026 meeting

9. Adjournment

Motion was made by W. Hudock and A. Orsini respectively to adjourn January 15, 2026 meeting of the TAHD Board of Directors. Vote called hearing no abstentions or objections, motion carried.

Respectfully submitted,

Transcribed by,



Robert Rubbo, MPH
Director of Health



Diane Fox
Administrative Secretary

Board of Health Meeting
Attendance Sheet
January 15, 2026

Board Members:

<u>TOWN</u>	<u>NAME</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>
Bethlehem	Nancy Rahuba	online	
Borough of Bantam	Wendy Westcott	online	
Borough of Litchfield	Elisa Bauer	online	
Canaan	Louis G. Timolat	Louis G. Timolat	Louis G. Timolat
Cornwall	Josh Tyson	online	
Goshen	Thomas Breakell	THOMAS BREAKELL	Thomas Breakell
Harwinton	VACANT		
Kent	VACANT		
Litchfield	Kim Sparks		
Middlebury	VACANT		
Morris	Susan Vontell		
Norfolk	Gloria Gourley	online	
North Canaan	William Minacci	William Minacci	William Minacci
Plymouth	Victor Mitchell		
	Anthony Orsini	Anthony ORSINI	Anthony J. Orsini
Salisbury	Peter Oliver		
Thomaston	Daniela Ouellette	online	
Torrington	Chief William Baldwin	William Baldwin	William Baldwin
	Jessica Magda	Jessica Magda	Jessica Magda
	Tim Waldron	TIMOTHY WALDRON	Tim Waldron
	Jessica Wright		
Warren	George Howard Pulchin	online	
Watertown	Janelle M. Wilk	online	
	Carina Noyd	IN Person didn't sign	
	Lisa Retallick		
Winsted	Keith Wilson		
✓	William Hudock	William Hudock	William Hudock

Guests/Public:

<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>WHOM YOU'RE REPRESENTING</u>
El. Harowitz	El. Harowitz	Pct 1 Village (AKA Canaan)		Business Manager
Smiley Minacci	Smiley Minacci	North Canaan		Chief Sanitarian
Justin Rampre	Justin Rampre	350 Main St Torr.		Deputy Director of Health
Anastasya Demnich - Haddam	Anastasya Demnich - Haddam	350 Main St Torr.		Clarke Sec + ASD
Diane Fox	Diane Fox	Torr.		