Torrington Area Health District
Board of Directors Meeting
September 18, 2025

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

Members on Zoom: E. Bauer, Borough of Litchfield, S. Vontell, Morris, V. Mitchell, Plymouth, D. Ouellette, Thomaston, J. Wright, Torrington, J. Wilk, Watertown

Staff Present: R. Rubbo, Director of Health, A. Domnich-Kovalevsky, Deputy Director, J. Rompre, Chief Sanitarian, D. Fox, Administrative Secretary (zoom)

Meeting called to order at 7:01 pm by Chairman T. Waldron

1. **Minutes of June 26, 2025, meeting**
   Motion made by L. Timolat and B. Hudock to accept the minutes of the June 26, 2025, meeting as written. Vote called, hearing no abstentions or objections the motion carried
2. **Board of Health & Staff**
   a) Changes in Staff
      - Sharon Consolini, Business Manager will retire as of September 30, 2025- Emily Minacci will assume the Business Manager position
      - Cathy Weber, Sanitarian, will retire as of October 30, 2025
        Staff adjustments will be made to cover the towns that Cathy covers and interviews are now being conducted to fill the position

   b) Changes in Board Members
      - Introduction of Eli Horowitz - The Board of Health introduced Eli Horowitz as a potential new member, and a resident of Canaan, emphasizing his healthcare background and community involvement.
      - Mr. Timolat – announced this meeting will be his last as Chairman of the Finance Committee

   c) Board of Health Meeting schedule for 2026- Noting the April 2026 meeting will be one week later than usual

   d) Questions and/or comments from board members or members of the public to be placed on the agenda

3**. Chairman's Report**
   - Read an article recently regarding lead pipes and drinking water in CT. Published by the CT Mirror
   - Had the opportunity to attend a TAHD staff meeting in August and had the pleasure of meeting the staff that were in attendance. Chairman Waldron noted positive dynamics observed during a staff meeting, emphasizing the collaborative environment fostered by leadership.

- Additionally, plans were made for Emily Minacci to attend the January meeting to discuss upcoming changes in the finance department.

4. **Committee Reports**

a) Finance Committee – L. Timolat/DOH Rubbo

- FY25 YE Audit – in the process of being done
- FY26 YTD- all is on target as it should be since we are only a couple months into the fiscal year. DOH Rubbo continued with highlights of both the Income and Expense side of the FY26 budget. All local and State Per Capita monies have been received. Licenses, permits and fees showed a large portion of the money budgeted have been received and this is due in part to the Food Licenses that are due by July 1 of each fiscal year. The remainder of the budget will be filled in throughout the year. Interest income is from the CD that was purchased. Grant income will also increase throughout the year with a couple positive notes, particularly the suicide prevention grant is going to be extended for an additional year. Grant application for Tobacco has been accepted and will begin December 1, 2025. Potentially there could be good news on the grant side of the budget but again it depends on the passing of a federal budget.
- Schedule of Allocations – Looking at the monies budgeted and the money spent. We had budgeted to spend $30,000 on a new vehicle. We purchased a new vehicle for $27,700.

  The window replacement project.

  We've budgeted $210,000 for the entirety of it. We have sent a deposit of $24,000 to the installer contractor, just CRC. And we've also sent a 50% deposit to Ridgefield Supply Company, which is who we're buying all the windows from, of $33,850.64
- George Sinnoman & Associates Audit Proposal for FY 26

  L. Timolat and W. Hudock respectively present the following motion. Shall the Torrington Area Health District adopt a policy of rotating auditing providers.

The board deliberated on whether to adopt a policy for rotating auditors, with Lou highlighting the flexibility needed for future decisions. There was a consensus that while a rotation policy could be beneficial, it should not restrict the board's ability to make decisions based on the circumstances at the time. The discussion also touched on the importance of leaving King and King on good terms should a change occur.

The board voted to adopt the policy for rotating auditing providers, which was approved through a roll call vote. With 14 members voting YES and 2 members NO.

The board acknowledged the challenges of finding suitable alternatives in the current market while emphasizing the importance of maintaining good relations with the current auditor, King and King

Motion by L. Timolat and W. Hudock respectively instructing the DOH to a contract with Sinnamon & Associates for TAHD's next fiscal year's (FY26) audit. A vote was called hearing no abstentions or objections the motion carried.

The board emphasized the importance of notifying the current provider, King & Associates, about the decision in a respectable manner.

b. Building Committee – T. Breakell

- Window Installation Update -highlighting that the delivery is expected in eight to ten weeks, longer than initially anticipated.

c. Personnel Committee –

- Annual Election of Officers- nominations opened for the TAHD Board of Directors
  Nominations were opened:
  Chairman Waldron proceeded with opening the nominations for officers as follows:
  Tim Waldron – Chairman of the Board
  William Hudock – Vice Chairman of the Board

  L. Timolat and J. Wilks respectively moved that the nominations of T. Waldon as Chairman and W. Hudock as Vice Chairman of the TAHD Board of Directors.

  L. Timolat and N. Rahuba respectively moved that the nomination be closed.

  Motion to accept the slate of officers is approved with the Secretary casting one (1) vote. Hearing no abstentions or objections, the motion carried

  Officers as elected - Tim Waldron – Chairman
  Bill Hudock – Vice Chairman
  DOH acting as Secretary and Treasurer

  L. Timolat and T. Breakell respectively moved that the selection of the members of the standing committees, and the appointment of chairman of those committees is in the hands of the Board Chairman. This item should be revisited each year. Should also affirm that the DOH act as Secretary/Treasurer of the TAHD Board of Directors ex-officio without the right to vote. Vote called hearing no abstentions or objections the motion carried.

- Employee handbook – Copies have been sent to the attorney for review. He has come back with a bunch of suggestions that are in red within that document. A lot of it has to do with Connecticut paid sick leave, and FMLA, just to bring us up to current laws. There are other edits in the document. DOH Rubbo would like members of the Board to review this document and bring comments to his attention. He will in turn bring those comments to the attorney in a meeting and hopefully at the January meeting bring a final copy to the full Board. Copies will be sent out 2-3 weeks prior to the meeting for review.

5. Director's Report – DOH Rubbo- Currently none

6. Program Reports

a. Food Protection – Justin Rompre
- 233 routine food inspections during the months of July, August and September

b. Environmental Health Program
- Public bathing water testing has concluded. Highland Lake high levels, resampled.
- Soil testing, new and repair septic systems continue
- Environmental Health in Action
  - Currently assisting with environmental impact and firefighter rehab after a barn fire in Kent. Currently it looks like organic phosphate poisoning from smoke inhalation

c. Lead Poisoning and Prevention – Justin Rompre
- 31 open lead cases
- 3 new investigations
- 1 case closed

d. Emergency Preparedness – Written Report

d. Influenza Clinics – A. Domnich-Kovalevsky
- Update on new VaxCare System
  - Going Live on October 1st
  - Training in process
  - System inventory
  - Scheduling
  - Billing

f. Suicide Prevention – Written Report

g. Immunization Programs – Written Report

h. Opioid Prevention Program – Written Report

7. Adjournment

Chairman Waldron and L. Timolat respectively moved to adjourn the September 18, 2025, meeting of the TAHD Board of Directors. Vote called hearing no abstentions or objections motion carried.

Respectfully submitted,

Robert Rubbo
Director of Health

Transcribed by,

Diane Fox
Administrative Secretary