



77 Main Street North, Suite 205
Southbury, CT 06488
BOARD OF DIRECTORS MEETING
Wednesday 12/06/2023, 5:30 PM

Voting Members in Attendance

Fred D'Amico (Oxford) Board Chair
Larry Ellis (Oxford) Vice Chair
Michael Crespan (New Milford)
John Michaels (Southbury)
Deb Fuller (Woodbury)
Jack Kelly (Southbury)
Casey Flanagan(Sharon) (via Google Meet)
Chris Cosgrove(New Milford) (via Google meet)
Dean Sarjeant(Washington) (Via Google Meet)

Non Voting Members in Attendance

Amy Bethge, MPH (Director of Health)

Staff in Attendance

Joe Kmetz (Chief Sanitarian)
Jen Luis (Recording)

Voting Members Not in Attendance

Dr. Jeremy Levin MD (New Milford)

Guests in Attendance

Anthony Minchella, esq.
Dave Watson (via Google meet)
Ken Kozlowski (via Google meet)

MEETING MINUTES

Meeting called to order- Board Chair Fred D'Amico 5:30 pm

Amy Bethge recommended moving the IT infrastructure to item # 1 on the agenda and move up the executive session to item # 2.

Larry Ellis made the motion to move up the discussion on the IT infrastructure and the executive session as item # 1 and 2.

Second: Deb Fuller

All in favor

Motions Carries

New Business

Dave Watson and Ken Kozlowski discussed that HVHD is in need of a replacement server as the current server is end of life. Alternate options were explored, including hosted options, but the cost was not comparable to having a server on the premises. Mr. Watson has three quotes for a new server for the district. Mr. Michaels asked if the server has room for growth. Mr. Watson said there is a possibility that it may need to be changed out in 3-5 years but most of the district's storage is in the cloud. Mr. Michaels asked if there are vendor costs and Mr. Watson stated there are no vendor costs. Mr. Sargent asked if we are just using it for storage why we would change out the server every four years as technology keeps changing. Mr. Watson explained that the storage in the server is only a small part of the server, the primary use of the server is for the user authentication and user permissions. Mr. Michaels asked if we digitized all the files what impact would it have on the server. Mr. Watson stated that file digitization would most likely be a cloud-based solution which would not affect the capacity of the server.

Mr. Michaels made a motion to authorize Ms. Bethge to spend up to \$11,000.00 to replace and upgrade the district's server.

Second: Larry Ellis

All in favor

Motion Carries

Executive Session

Executive Session started 5:55pm

Executive Session ended 6:30pm

Finance Sub-committee report

Mr. Michaels stated the auditor promised a December 15th report and the finance sub-committee signed the authorization for the auditor. The finance subcommittee is requesting to change its banking partner to ION Bank from Bank of America, as Bank of America does not have an automated sweep option available for the District to utilize to optimize its investment strategy. Mr. Cosgrove asked who is making the investment decisions on behalf of the district. Mr. Michaels stated that the state allows the district to invest money in a very narrow corridor. The most secure is the State Treasurer's Investment Fund STIF account. The district will be investing in STIF-like investments through ION Bank.

Mr. Michaels made a motion for Ms. Bethge to change the district's bank account from Bank of America to ION Bank.

Second: Jack Kelly

All in favor

Motion Carries

Mr. Michaels made a motion to add to the agenda consideration of appointing an investment representative.

Second: Jack Kelly

All in favor

Motion Carries

It is the finance subcommittee's recommendation to appoint an investment advisor to assist with retirement planning for the District's employees. There are three recommendations. The firm the finance sub-committee is recommending is Riverside Retirement Advisors.

Deb Fuller made a motion to appoint Riverside Retirement Advisors for the district's retirement plans.

Second: Jack Kelly

All in favor

Motion Carries

Approval of Minutes

*Motion to approve 11/1/2023 BOD meeting minutes
Fred D'Amico made a motion to approve the minutes
Second: Michael Crespan
Abstain: Jack Kelly
All in favor
Motion Carries*

Chairman's Report

None

Director's Report

Ms. Bethge stated that the rate of respiratory virus (COVID-19, RSV, and Flu) continues to increase as anticipated given the time of year, and that getting vaccinated is critical to lessening illness severity. Health and Human Services are giving out free covid test kits to schools across the state.

Community Health Update

The district is in the process of hiring a grant-funded, part-time LPN. Applesauce products have been recalled due to elevated lead levels. The sanitarians and public health nurse are working together to appropriately address the recall per state DPH guidance.

Environmental Health Update

HVHD's Environmental Health Administrator will be promoted into a full time sanitarian role in January, following his successful completion of the Phase II Septic certification. The updated environmental dashboard is posted to HVHD's website. The average turnaround time is under the 10-day turnaround time goal. Mr. Michaels requested an analysis be done of at least 10 outliers to determine the reasoning behind these outliers and their impact on the "max" turnaround time as highlighted in the dashboard.

Old Business

A contractor has come to give an assessment on the HVAC system and the district is awaiting his analysis.

New Business

Ms. Bethge is requesting the board to approve Ms. Bethge to attend the Wall Street Journal's Health Forum this upcoming February in Boston.

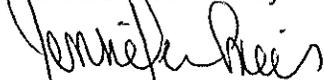
Deb Fuller made a motion to approve for Ms. Bethge to attend the Wall Street Journal's Health Forum in Boston.

*Second: Mr. Michaels
All in favor
Motion Carries*

Meeting Adjournment - 7:02pm

*Motion to adjourn: Fred D'Amico
Second: Deb Fuller
All in Favor
Motion Carries*

Minutes recorded by:


Jennifer Luis