



77 Main Street North, Suite 205  
Southbury, CT 06488  
**BOARD OF DIRECTORS MEETING**  
Wednesday 1/03/2024, 5:30 PM

**Voting Members in Attendance**

Larry Ellis (Oxford) Vice Chair  
Michael Crespan (New Milford)(Via Google Meet)  
John Michaels (Southbury)  
Deb Fuller (Woodbury)  
Jack Kelly (Southbury)(Via Google Meet)  
Casey Flanagan(Sharon) (via Google Meet)

**Non Voting Members in Attendance**

Amy Bethge, MPH (Director of Health)

**Staff in Attendance**

Jen Luis (Recording)

**Voting Members Not in Attendance**

Dr. Jeremy Levin MD (New Milford)  
Fred D'Amico (Oxford) Board Chair  
Chris Cosgrove(New Milford)  
Dean Sarjeant(Washington)

**MEETING MINUTES**

Meeting called to order- Larry Ellis - Vice Board Chair- 5:31 pm

Amy Bethge introduced Casey Flanagan from Sharon to the Board of Directors as the Board member for the Town of Sharon.

**Finance Sub-committee report**

Mr. Michaels stated the finance sub-committee met with the Auditor and went over the audit in detail. There were no findings reported, no major changes to the statements and no recommendations. Mr. Michaels asked if there were any questions from the board and there were none. Mr. Michaels asked Ms. Bethge to present the drafted 24/25 FY budget.

Ms. Bethge presented the budget which she has constructed from the bottom up and shows details with line items. Ms. Bethge gave explanations of the expenses and revenues. The budget will reflect a decrease in the Per Capita payments from the Towns. The per Capita will decrease from \$10.71 to \$9.68 per capita.

Ms. Bethge also stated there are documents that outline the policies and procedures for shaping the budget, capital reserve and cash flow moving forward. Ms. Bethge stated the capital expense plan is for 20 years and all the numbers are clearly supported and pulled from various different elements of the district's financial reporting. The district receives the bulk of its income in July, August and September of the fiscal year. This needs to be accounted for when the district is taking a look at some

of the cash flow items. Ms. Bethge stated the grants can be tricky to predict in terms of when the district will receive the funding for the grant. She also said that the district has 8% in the reserve right now. Mr. Michaels stated that the district will have modest surpluses each year and that the district is not budgeting for a deficit. He also stated that each year at this time that Ms. Bethge and the finance sub-committee will get together and make a recommendation to take some amount of whatever surplus we might have and put it in this capital reserve because we are going to need to help grow the reserve overtime.

*Mr. Michaels made a motion that the Board of Directors accept and adopt, subject to a public hearing, the budget and reserve plan and capital plan as presented.*

*Second: Deb Fuller*

*All in favor*

*Motion Carries*

### **Chairman's Report**

None

### **Director's Report**

Ms. Bethge gave an update on the Community Health and Environmental Team.

### **Community Health Update**

Ms. Bethge stated there is an uptick in the three respiratory illnesses of note Covid, Influenza and RSV. Ms. Bethge said we are continuing recommending the community get vaccinated by pushing the message out through all platforms.

### **Environmental Health Update**

Ms. Bethge stated two of the employees have passed Phase II for the septic certification which allows the Environmental Health Administrator to move into the sanitarian position. The district has a sanitarian trainee who will be working with the district as well.

The Dashboard on the district's website continually sees turnaround times of permits below the goal of ten days. Ms. Bethge did a study on the outliers by randomly selecting ten outliers. Ms. Bethge searched the files and had conversations with the sanitarians to understand the justification of the outliers. There was only one outlier that had a longer turnaround time caused by the district. The remaining 9 outliers were all plans that were waiting for revisions by the customer.

### **Old Business**

None

### **New Business**

None

### **Executive Session**

Executive Session started 6:25pm

Executive session ended 6:40pm

### **Meeting Adjournment - 6:40pm**

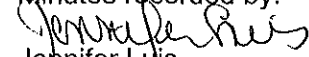
*Motion to adjourn: Larry Ellis*

*Second: Deb Fuller*

*All in Favor*

*Motion Carries*

Minutes recorded by:

  
Jennifer Luis