

**NAUGATUCK VALLEY HEALTH DISTRICT**  
**98 Bank Street, Seymour, CT**  
**VIRTUAL BOARD OF DIRECTORS MEETING**

**Tuesday, February 13, 2024**

**MINUTES**

**BOARD MEMBERS PRESENT:** Adam Bronko, Chairman, Thomas Carney, Barbara Dlugos, Rita Pelaggi, Rosalie Averill, Marietta Sabetta, John Zikaras, Jean Jones, Barbara Lombardi, and, Justin Rompre.

**BOARD MEMBERS ABSENT:** Tom Clifford, Cady Lenart, Meghan Smith, and Jan Mizeski.

**STAFF PRESENT:** Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Assistant Director of Environmental Health Services, and Lisa McEachern, Business Manager.

**BOARD RECORDING SECRETARY:** Betty King

**I. Call to Order and Pledge of Allegiance**

Adam Bronko, Chairman, called the meeting to order at 7:08 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Board Meeting on January 9, 2024**

**2024-28**    **ACTION TAKEN:** Motion made by Rosalie Averill, to Accept the Minutes of the Board Meeting on January 9, 2024, seconded by Marietta Sabetta. All Ayes.

**III. Correspondence**

None at this time.

**IV. Financial Report - Lisa McEachern, Business Manager**

The Financial Report for the month of January 2024 was reviewed and discussed.

**V. Chairman's Report – Adam Bronko**

None at this time.

**VI. Director’s Report – Jessica Kristy**

The Director’s Report was reviewed and discussed.

**VII. Committee Reports**

**a. Facilities Committee - Rosalie Averill**

The Facilities Committee met on January 22, 2024. In attendance was Rosalie, the Facilities Committee Chair, Adam, Marietta, and Barbara D. Jean was absent.

We reviewed a draft list of priority items to consider for maintenance **and renovations**. A motion was previously made by the **Board of Directors** to authorize the Facilities Committee to write and publish an RFP for an Architect or Engineer. The RFP has been drafted but not yet published due to waiting for clarification on whether the building holds historical designation. Once this is confirmed via Attorney Stanek, Jess will publish the RFP.

**b. Budget Committee – John Zikaras**

Lisa, Business Manager and Jess, Director of Health have been working on balancing the draft fiscal year 2024-2025 budget with input from the Assistant Directors. They will be meeting with John, the Budget Committee Chair, to review ahead of the Budget Committee Workshop. John and Jess will confirm a date and time and send out notification to the Committee members.

**VIII. Old Business**

None at this time.

**IX. New Business**

None at this time.

**X. Adjournment**

**2024-29**     **ACTION TAKEN:** Motion made by Barbara Lombardi, to adjourn the meeting at 7:59 pm, seconded by Rosalie Averill. All Ayes.