

**APPROVED**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, February 8, 2018 – 5:30 p.m. Ledge Light Health District

The Regular February meeting of the Ledge Light Health District Board of Directors was held on Thursday, February 8, 2018 – 5:30 p.m., at Ledge Light Health District, 216 Broad Street, New London. Present were Chairperson Kent Sistare, Vice Chair Jackie Massett, Treasurer Ken Nogacek, Secretary Sue Vincent, Robert Carlson, Danielle Gelinas, Barbara Gerrish, Stephenie Guess, Bonnie Reemsnyder, Tracee Reiser, Sally Ritchie, Kevin Serpa, Frank Silva, Director of Health Steve Mansfield, and Supervisor, Administration/Finance & Special Projects Jen Muggeo, and Recording Secretary Estelle Harrison, and Tom Gotowka, Old Lyme Resident. Absent excused were Steve Carlow, Candace Devendittis, Susan Graham, Rob Simmons, and Karen von Ruffer Hills.

- I. CALL TO ORDER- Chairperson Sistare called the meeting to order at 5:38 p.m.
  - a. Adoption of the Meeting Minutes of January 11, 2018 - After a motion by K. Nogacek that was seconded by S. Vincent, the minutes were approved. J. Massett, S. Ritchie, F. Silva, and B. Reemsnyder abstained.
- II. PUBLIC PARTICIPATION– none.
- III. REPORT FROM THE CHAIRPERSON- none.
- IV. COMMUNICATION FROM BOARD MEMBERS- none
- V. REPORTS FROM SUBCOMMITTEES
  - a. Personnel and b. Finance- J. Massett reported that the Personnel and Finance Committees met earlier that evening and would report during the Executive Session; c. Bylaws- none; d. Health Equity- none
- VI. REPORT FROM THE DIRECTOR OF HEALTH- S. Mansfield provided detail on his written February report.
- VII. FINANCIAL REPORTS- J. Muggeo presented the financial report.
- VIII. OLD BUSINESS – none
- IX. NEW BUSINESS
- X. Proposed Fee Changes
  - a. Food Establishment Classification Fees: The adoption of the FDA Food Code requires the reclassification of our foodservice establishments. J. Massett moved to adjust for the shift in food establishment classifications to reflect the FDA code. The new fees will go into effect immediately. After the motion was seconded by B. Reemsnyder, the motion passed unanimously.
  - b. Water Treatment Wastewater Disposal System Fee: K. Sistare moved to set the Water Treatment Wastewater Disposal System fee at \$100 effective immediately. After the motion was seconded by S. Vincent, the motion passed unanimously.
- XI. EXECUTIVE SESSION FOR PERSONNEL MATTERS (MANSFIELD)
  - a. K. Sistare moved that the Board enter executive session to include Director Mansfield. B. Reemsnyder seconded the motion which was approved unanimously. The Board entered Executive Session at 5:59 p.m. and exited at 6:12 p.m. Following the Executive Session, K. Nogacek moved the Board renew Director Mansfield’s contract for three years beginning February 23, 2018 at a salary of \$121,139 with a 4% contribution into his 401k. The motion was seconded by D. Gelinas and approved unanimously.
- XII. OTHER- none
- XIII. ADJOURNMENT - The meeting adjourned at 6:30 p.m.