

Eastern Highlands Health District  
Board of Directors Regular Meeting Minutes

Thursday, December 11, 2025

**Members present:** R. Aylesworth (Mansfield - Virtual), M. Capriola (Mansfield-Virtual), J. Drumm (Coventry), J. Elsesser (Coventry), C. Silver-Smith (Ashford – Virtual), M. Walter (Columbia – Virtual)

**Staff present:** R. Miller, Director of Health, M. Brosseau, Office Manager, Dr. Dardick, Medical Advisor. A. Backhaus, Mansfield Director of Finance

**J. Elsesser called the meeting to order at 4:32 pm**

**Election of Board Officers (Chair, Vice Chair, Assistant Treasurer)**

This issue was tabled pending the formation of a nominating committee. The current officers will remain in place until new officers are elected.

**Approval of Minutes**

J. Drumm made a MOTION, seconded by C. Silver-Smith to accept the minutes of the 10/16/2025 meeting as presented. MOTION passed unanimously.

**Proposed 2026 Regular Meeting Schedule**

J. Drumm made a MOTION, seconded by M. Capriola to adopt the Eastern Highlands Health District Board of Directors 2026 regular meeting schedule as presented. MOTION passed unanimously.

**Proposed Fiscal Year 2026/2027 Operating Budget, and CNR Budget – Set public hearing date**

R. Miller reported that the finance committee met 11/24/2025 to review the budget. At that time they approved a motion to forward the proposed budget to the full board for review and approval.

R. Miller noted the salient features of the proposed budget including:

- Total spending of \$1,111,720 which is an increase of 3.7%
- Increase in member town contributions to \$6.27 per capita which is a 1.95% increase
- Salaries expenditure increase of 3.7%
- Benefits expenditure increase of 1.8%
- Cost recovery fees revenue increase of 2.2%
- Appropriate from fund balance of \$69,570
- Anticipated increase of 6.3% in grant deductions
- Anticipated increase in operational expenditures of 5.7%
- Appropriation in Transfers Out of CNR of \$4000
- Total spending of \$95,000 for CNR budget

Chairman Elsesser received and shared a comment from J. Rupert. J. Rupert indicated that the market adjustment proposed to the Director's position ought to be phased in over multiple years.

J. Drumm made a MOTION, seconded by M. Capriola to set public hearing date of Thursday, January 15, 2026 at 4:30pm with such hearing located at Coventry Town Hall Annex, 1712 Main St, Coventry Connecticut to receive the public's comments regarding the Eastern Highlands Health District Proposed Fiscal Year 2026-2027 operating and CNR budgets. MOTION passed unanimously.

## **Personnel Committee Report**

### **Director of Health Classification Salary Range change**

M. Capriola presented an overview of the process of the personnel committee leading to the recommendation of a change in salary range for position of Director of Health and increase in salary for the Director of Health.

J. Drumm made a MOTION, seconded by M. Capriola to approve setting the salary range for the Director of Health position to \$118,000 - \$160,000/yr retroactive to July 1, 2025. MOTION passed unanimously.

### **Director of Health compensation market adjustment**

M. Capriola made a MOTION, seconded by C. Silver-Smith to approve a one-time market adjustment in compensation for Director of Health Rob Miller, and to set his salary at \$139,000/yr retroactive to July 1, 2025. MOTION passed unanimously.

### **Review of 401(a) plan provisions**

M. Capriola informed the board that her office will begin researching a 401a plan amendment that will allow voluntary employee contributions of an additional 8% to their 401(a) plans. M. Capriola will report back to the board. Implementation will require an update in personnel rules.

## **Finance Committee**

### **Financial report for the period ending 9/30/25**

R. Miller noted that the finance committee met and reviewed the financial report 11/24/25. At the meeting the report was accepted at that time.

### **Auditors Financial Statements year ending June 30, 2025 and Auditors communications to the Board**

R. Miller noted that the audit was a clean audit with no material findings.

C. Silver-Smith made a MOTION, seconded by M. Walter to accept the audited financial statements for the period ending June 30, 2025. MOTION passed unanimously.

## **Directors Report**

### **Quarterly Activity Report period ending 9/30/2025**

R. Miller reported on the support provided to the Town of Coventry and their efforts to manage the Patriot's Park geese population and improve water quality in the bathing area.

R. Miller noted that the part-time nurse position has been filled by Angelica Dupont.

R. Miller informed the board on continued efforts to assist the Town of Tolland in addressing NaCl ground water contamination.

R. Miller reported that the District has participated in a collaboration with the Hartford HealthCare Community Health Assessment/Community Health Improvement Plan.

R. Miller reported on several metrics of the Community Health and Wellness Program.

### **Strategic Plan, Implementation Plan – Update**

R. Miller reported on the progress of item 1.3 Strengthen community partnerships: EHHD is partnering with UConn Committee on Excellence in Healthcare to assist CT Mission of Mercy with a free dental clinic being held at EO Smith High School, April 17 & 18. J. Elsesser suggested promoting the event via town newsletters.

### **Medical Advisors Report**

Dr. Dardick report that his office is seeing an uptick of flu and covid cases. Many of these cases are amongst travelers. And addition, he reported that the first case of measles in Connecticut has been reported. The child is unvaccinated and travelled internationally.

### **Communication/Other**

R. Miller called attention to the following communication:

*New York Academy of Medicine re: Response to Stripping "Professional Status" by Dept of Education.* R. Miller noted there is much discussion amongst his colleagues.

### **Town Reports**

#### **Coventry**

J. Drumm reported that the town has receive the permit from DEEP regarding the Plains Road water project.

#### **Mansfield**

R. Aylesworth reported that the town is experiencing issues with water service in the Northwest part of town. The area has been over allocated and CT Water will not issue an additional Will Serve letters at this time.

#### **Columbia**

M. Walter reported:

- Cannoli and coffee shop and Twin Beaks Chicken opening soon

- The Main Moose is up for sale
- Additional car dealerships being built near the Hundai/Kia dealership

**Adjournment**

J. Drumm made a MOTION, seconded by C. Silver-Smith to adjourn the regular meeting at 5:50 pm. MOTION PASSED unanimously.

**Next Board Meeting – January 15, 2026, 4:30 PM**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Miller', written over a horizontal line.

Robert Miller

Secretary