



**February 24, 2022**

Union contract negotiations are coming up for July 1, 2022. Ms. Lonczak will work with labor attorney and form a small committee with board members when the time is closer to negotiations.

Ms. Lonczak and Mr. Baker (Southington IT) are working with a contractor to do a system upgrade for 'File Maker' for the town. Once complete, PSHD can make an upgrade to the current database for better inspection tracking and license processing. A quote will be given to better assist with budgeting.

PSHD will need to create a district Cosmetology code. Ms. Lonczak will draft the code to present to the board during the summer months.

SOP's, policies and procedures and memos will be generated for operational consistency.

Staff meetings are conducted each week to ensure all staff are working together and for everyone to understand the happenings of the department to better assist one another.

Fee Schedule draft was presented to the BOD members. Questions raised about need to phase certain costs. Mr. Barry asked specifics about farmers markets. Mr. Sciota discussed public comment process. Next board meeting (April 14<sup>th</sup>) will have a public comment period.

Staffing:

Susan presented information regarding two new hires for vacant positions. The Chief and Sanitarian positions have been offered and new employees will be onboarded in the month of March.

Budget – not completed Mr. Sciota asked for budget to be submitted for review prior to the April meeting.

Motion to go into Executive Session made at 6:25 pm. Motion seconded. Exited executive session at 6:38 pm.

Motion made to close the meeting by Mr. Sciota at 6: 54 p.m. Mr. Barry seconded the motion.

**Next Meeting: April 14, 2022.**

Respectfully submitted,

Ms. Susan Lonczak