



Ms. Lonczak is working on a contract for the outsourced bookkeeper and also purchased QuickBooks online to assist with admin staff using quickbooks as part of daily operations in the department.

The current environmental database is outdated and very limited in capacity for the department. Susan is working with a contact who can provide an estimate for updates and additions to the current program. She is also partnering with the town IT director to ensure things run smoothly.

Permit renewal for restaurants and salons are being mailed. License renewals are due December 31, 2021.

Ms. Lonczak is looking to consolidate files. Mr. Barry inquired about the process to go digital.

There is ELC COVID funds from last year of about \$111,000.00 that were not utilized. These funds are allowed to be carried over. This year the district will be allotted \$167,000.00. Potential for some of the funds to be used for community health workers or nurse that would monitor communicable diseases. Ms. Lonczak is researching how to use the fund and will submit a formal application to the state.

There is currently a large volume of PPE held in three storage lockers. Ms. Lonczak will be working with the staff to take inventory and dispense to community partners and the general public.

Ms. Lonczak presented meeting options of Bi-Monthly or quarterly. Mr. Barry made the motion for Bi-Weekly, Mr. Colasanto seconded the motion, all were in favor.

Motion made to close the meeting by Mr. Sciota at 6:11 p.m. Mr. Colasanto seconded the motion.

**Next Meeting scheduled for February 10, 2022.**

Respectfully submitted,

Lisa Bennett