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Office of the Director

CENTRALIZATION COMMITTEE

November 3, 2017 Meeting Minutes

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Charlie Brown, Committee Chair and Director of Health, at 12:00 PM in the 9/11 Memorial Room of the Pitkin Community Center, Wethersfield, CT.

Present: Charles Brown (Director of Health), Pat Checko, Jerilyn Nagel, Judith Sartucci Ray Jarema, Ann Marie Diloreto, John Aforismo and Marti Stiglich

Excused: **Quorum present.**

Date notice posted: November 1, 2017

B. PUBLIC FORUM – no one from the public was present.

C. REVIEW AND REORDER AGENDA

Suggestion was made to add approval of minutes and move “Unfinished Business” to Item D on agenda. Motion by Sartucci, second by Checko to accept the agenda as amended. Motion approved unanimously.

D. APPROVAL OF MINUTES

MOTION by Checko, seconded by Stiglich, to approve the minutes of the November 15, 2016 Committee meeting as posted. In favor: Checko, Stiglich, Nagel, Sartucci, Diloreto. Abstain: Aforismo **Motion carried.**

E. UNFINISHED BUSINESS

1. Update on Wethersfield and Newington Offices

- Brown provided an update since the Committee’s last formal meeting in 2016:
 - Wethersfield and Newington office conditions have improved but still have some issues. Wethersfield still has some issues with humidity since installation of new HVAC system. Staff assigned to Newington office were moved to vacant office next door that had no roof leaks. Accessibility to offices still an issue as there is only stairs which do not meet ADA requirements.

F. New BUSINESS

1. Orientation of New Committee Members

- Brown reviewed the feasibility study produced by Goman+York and justification document provided to Town Managers in 2016 with new members of the

committee.

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- Committee members provided background for decisions made by the Board and answered questions from new members.

2. Timeline Development

- Move is projected to be complete in the first quarter of FY 18-19
 1. Beginning search for property in next few weeks should give us the time to meet this goal.

3. Decisionmaking Process

- *Broker Engagement*- Brown recommended continuing with Goman+York as they did great work on the feasibility study and there is the potential to get back a portion of the fee associated if we retain them as a broker.
- *Real Estate Attorney*- Brown requested committee members forward any recommendations concerning firms that they have successfully worked with. Costs should be covered under current year legal expense budget.
- *Board involvement*- Committee discussed the involvement of the Board in the process
 1. 2-3 proposals brought to the Board for consideration by January-February 2018
 2. Board chooses by supermajority
 3. Contract are signed and approved by Board
 - a. Buildout of property can commence
 4. Capital Purchases made
 - a. Furniture and equipment needed for office space

G. NEXT MEETING

Next meeting scheduled for 11-17-17 at 12:00 PM in the 9/11 Memorial Room of the Pitkin Community Center, Wethersfield, CT.

H. ADJOURNMENT

MOTION by Aforismo, seconded by Diloreto to adjourn. The meeting adjourned at 1:03 PM. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown Jr., MPH
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: 11/17/17