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BOARD OF HEALTH

CENTRALIZATION COMMITTEE

February 20, 2015 Special Meeting **Minutes**

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Jerilyn Nagel at 2:07 PM. Meeting based at the CCHD Headquarters in the Wethersfield Town Hall, Wethersfield, CT.

Present: Jerilyn Nagel (Chair), Charles Brown (Director of Health), Judith Sartucci (via conference call), and Marti Stiglich (via conference call).

Excused: Patricia Checko and Ray Jarema.

Quorum present.

Staff: none

Date notice posted: February 20, 2015

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

C. REVIEW AND REORDER AGENDA

MOTION by Sartucci, seconded by Stiglich to adopt the agenda as posted. **Motion carried unanimously.**

D. APPROVAL OF MINUTES

MOTION by Stiglich, seconded by Sartucci to approve the minutes of the January 22, 2015 Committee meeting as submitted. **Motion carried unanimously.**

E. OLD BUSINESS

1. **Results of Jan. 8, 2015 Committee Work Session.** Brown reviewed the results posted on tear sheets during the Committee's work session. Committee weighed the pros and cons listed for each question. Consensus to move forward with a recommendation on centralization. These will be further summarized by Brown into a committee report with recommendations to the Board.

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F. EXECUTIVE SESSION –no items. No session held.

G. NEW BUSINESS

1. Town of Newington Renovation Request –

- Brown received a request from Jeff Barone of the Newington Town Manager's Office re: space needs in the plan for Town Hall renovation.
- CCHD currently has 3 staff members stationed in Newington facilities
- Paul Hutcheon submitted a renovation request in 2009
- Town's plan is to be ready for a town referendum in November, but staff not sure if it will meet timetable.
- Brown does not think CCHD staff will need space under centralization except for periodic access for meetings, check email, use Wi-Fi, etc.
- Brown to discuss with Jeff Barone once this Committee makes a recommendation and Board makes a decision.

2. Recommendations to Board

- The Board's charge to the Committee and its work to date was reviewed.
- Some Board members/members of Finance Committee ask that Centralization Committee move a recommendation to the Board soon so that action can be included in agency's new strategic plan and financial planning can begin.
- Brown pointed out that operationally he will move forward with what is in the new strategic plan. If no plan to centralize, then he has to work with the member towns to get improvements (Wethersfield and Newington) and/or to recommend what is needed in town hall renovations plan (Newington).
- Stiglich reminded the Committee of the importance of including centralization in the new strategic plan – particularly as the agency will need to seek more than one kind of funding for such a move and funders will look at what kind of planning the Board has undertaken and plans to carry out.
- Committee also needs to get a ballpark figure of cost in each of the member towns and see if a tax write off or other kinds of incentives with prospective landlords is possible.
- Committee sees FY 2015-16 as a planning year – use of a consultant for a feasibility study – and FY 2016-17 as the year for the move.

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MOTION by Sartucci, seconded by Stiglich to recommend to the Board of Health the following:

- Centralization of all staff and office functions into one headquarters site;
- Use FY 2015-16 for fiscal planning; a feasibility study; and a request for proposals for new site; and
- Plan for centralization (actual move) to occur during FY 2016-2017.

Motion carried unanimously.

Committee work to be summarized by Brown for review by Board at next meeting.

H. NEXT MEETING. Brown to poll Committee members online for a meeting to be scheduled after the Board's March 19, 2015 meeting and its second strategic planning session.

I. ADJOURNMENT - A MOTION was made by Stiglich, seconded by Sartucci to adjourn.
Motion carried unanimously.

The meeting adjourned at 2:57 PM

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: April 20, 2015