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## BOARD OF HEALTH CENTRALIZATION COMMITTEE

### May 14, 2015 Meeting Minutes

#### A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Jerilyn Nagel at 2:19 PM in Caucus Room A of the Berlin Town Hall, Berlin, CT.

Present: Jerilyn Nagel (Chair), Charles Brown (Director of Health), Patricia Checko (arr. 3:05 PM), Judith Sartucci, and Marti Stiglich.

Excused: Ray Jarema

Quorum present.

Staff: none

Date notice posted: May 12, 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 April 20, 2015 Committee meeting as submitted. **Motion carried unanimously.**

#### E. OLD BUSINESS

##### 1. Feasibility Study

- Following the last Committee meeting Nagel and Stiglich each spoke with the economic development coordinators in their respective towns for suggestions on individuals or firms who do feasibility studies of the kind in which the Committee is interested.
- Brown is following-up and has already met with one company – Gorman & York of East Hartford – who provide the service the Committee has in mind. Sample of their work distributed for Committee review.
- Brown is also following up with a Newington broker recommended by Nagel.
- After a discussion with the first consultant and some further thought Brown now recommends proceeding with an appropriate consulting firm to do a feasibility study. He has neither the time nor the level of skill to do the professional job that a good consultant in this specialty can; and an outside consultant will provide increased credibility to the process with the Board, staff, Towns and public.
- He is looking at a ballpark estimate of \$5000 for the work. Gorman will charge \$3500 – and less if CCHD decides after the feasibility study to use the real estate brokerage side of the company to find properties for CCHD review.

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- Nagel raised the issue of giving preference for contracts and provision of services to businesses and others in the four member towns when feasible and appropriate. Brown and Committee concurred, however, Brown pointed out that the feasibility study was different from most contracts for service and meant to be objective in nature. He wanted to avoid the appearance of preferential treatment or favoritism in the event the agency relocated to the same town where a consultant was located.
- Committee in agreement to turn over everything related to the feasibility study to Brown to pursue and complete, unless he needed its advice and assistance.

**MOTION** by Sartucci, seconded by Stiglich to recommend approval and funding of a feasibility study.

Intent is to complete study before the end of this calendar year so that recommendations for the FY 2017 budget cycle can be sent to Finance Committee and the Board. Funding for the study would most likely come from the capital improvement reserve fund. Committee recommended that Brown discuss with Finance Committee next week before bringing to the Board.

**Motion carried unanimously.**

Checko joins meeting at 3:05 PM.

Brown to look at other health districts that use both centralized model and those that maintain field offices. Committee also discussed if and how an agency presence might be maintained in the member towns.

**E. NEW BUSINESS** - none

**F. EXECUTIVE SESSION** – none needed at this time.

**G. NEXT MEETING.** Committee to go on hiatus for the summer months while Brown works on feasibility study with consultant. Will ask that Committee reconvene as advice and/or assistance are needed. Otherwise Committee will reconvene when feasibility study completed in fall.

] **H. ADJOURNMENT - A MOTION** was made by Checko, seconded by Stiglich to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:25 PM

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 14, 2015