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BOARD OF HEALTH CENTRALIZATION COMMITTEE

October 13, 2015 Meeting Minutes

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Charlie Brown, Director of Health, in Chairman Jerilyn Nagel's absence at 2:07 PM in Caucus Room A of the Berlin Town Hall, Berlin, CT.

Present: Charles Brown (Director of Health), Patricia Checko (arr. 2:25 PM), Ray Jarema, Judith Sartucci, and Marti Stiglich.

Absent: Jerilyn Nagel

Quorum present.

Staff: none

Date notice posted: October 8, 2015

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

C. REVIEW AND REORDER AGENDA

MOTION by Sartucci, seconded by Jarema to adopt the agenda as amended. **Motion carried unanimously.**

D. APPROVAL OF MINUTES

MOTION by Stiglich, seconded by Jarema to approve the minutes of the May 14, 2015 Committee meeting as submitted. In favor: Brown, Sartucci and Stiglich. Opposed: no one. Abstention: Jarema. **Motion carried.**

E. OLD BUSINESS

1. Feasibility Study

- Over the summer months Brown worked with Peter Holland of G&Y on the feasibility study for centralization and relocation of CCHD offices.
- Report completed and presented by Brown.
- Study addressed one-time expenses related to the actual physical relocation, information technology and furniture and ongoing expenses such as rental of property itself.
- Estimate of consultant was based on space of approx. 3500 square feet.
- Brown reviewed potential costs although actual expense is dependent on a number of factors, and suggested strategies to meet these costs.
- Committee suggested a number of changes to report (e.g., include square footage) which Brown will convey to consultant.

Checko joins meeting at 2:25 PM.

Consensus of Committee following discussion is that CCHD can and should proceed with a move. Once Board makes a final decision Brown can proceed with next stage of planning.

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Next steps:

- Brown to provide feedback to consultant on additional information requested and suggested changes to report.
- Brown to draft presentation materials for board and for town leadership and have ready for Committee review at next meeting.
- Committee to meet in early November to review and make its final recommendation to Board.
- Will plan to send report and recommendations to Board for its November meeting.

E. NEW BUSINESS - none

F. EXECUTIVE SESSION – none needed at this time.

G. NEXT MEETING. Brown to poll committee online for dates and times.

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H. ADJOURNMENT - A MOTION was made by Stiglich, seconded by Jarema to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:40 PM

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 16, 2015