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Office of the Director

CENTRALIZATION COMMITTEE

November 17, 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), Ann Hartman (Assistant Director-Community Health), Pat Checko, Judith Sartucci, Ann Marie Diloreto, John Aforismo and Marti Stiglich

Excused: **Quorum present.**

Guest: Peter Holland, Goman + York

Date notice posted: November 15, 2017

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

C. REVIEW AND REORDER AGENDA

Motion by Sartucci, second by Checko to accept the agenda. Motion approved unanimously.

D. APPROVAL OF MINUTES

MOTION by Checko, seconded by Stiglich, to approve the minutes of the November 3, 2017 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

F. New BUSINESS

Presentation of Revised Feasibility Study- Peter Holland of Goman+York

- Brown introduced Peter Holland who reviewed the feasibility study produced by Goman+York and updated information with the committee.
- Holland reviewed market conditions for our jurisdiction and explained the suggested approach to the process of finding a suitable location. This included an overview of the “grading” of rental properties and the need to determine the functions of required space prior to settling on a location.
- Committee members discussed potential needs for the office space and potential uses and configurations.

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G. NEXT MEETING

Next meeting scheduled for 12-8-17 at 1:00 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 1:30 PM. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown Jr., MPH
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: December 8, 2017