



North Central District Health Department

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Patrice A. Sulik, MPH, R.S.
Director of Health

North Central District Health Department
Building Committee Minutes
NCDHD Headquarters
31 North Main Street, Enfield, Connecticut
Friday, June 9, 2017

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Present: Mary Ann Turner, Chairman, Diane Wheelock, Fred Journalist, Len Norton, Maurice LaRosa

Also Present: Patrice Sulik, Director of Health

Meeting called to order at 6:00 PM

Chairman Mary Ann Turner asked to set the next meeting for July 26, 2017 at 6 p.m.

Back Staircase

Repairs to the back staircase are moving forward. The work will take place on July 14, 15, 16 and 17 (if needed). Patrice to come up with a plan for closing the stairs and re-routing the public.

HVAC

Contractors and pricing reviewed and discussed for Duct Cleaning. Len Norton and Maurice LaRosa to review the quotes. Due to concern about age of duct work and the duct work being able to withstand the cleaning, the Committee is interested in getting pricing for replacing the duct work.

Patrice was asked to report how much was remaining in current year's budget for Maintenance and Repair and Leasehold Improvements. Patrice will provide current information on Tuesday. We need to find out about encumbering funds from auditor since the work will not be completed by end of fiscal year.

Committee wants to get new estimates on providing heat, air conditioning and ductwork for the entire building. Include those that already provided estimates and provide additional company names if anyone has any recommendations. Each interested contractor will need to go through the building prior to providing their estimate. Mary Ann will provide language for Patrice to give to contractors, which will include work getting done on weekends and the possibility of a building remodel.

GENERATOR

The generator will stay tabled until the HVAC is completed so that the generator will be properly sized. Whether to have a generator to power the entire building or just parts of it were discussed.

Mary Ann will see if Town of Enfield will take the existing generator away once it has been properly disconnected.

CURBS

The damage to some of the curbs by snowplow was discussed. Patrice was asked to make this a priority and speak with our contractor in the next couple of weeks.

PARKING LOT

There are concerns about use of parking lot by other businesses. Patrice is working with our legal counsel on solutions and will follow-up with attorney for June Regular Meeting of the Board.

EAVES

The eaves on the building are wood and need constant painting. We need to have them wrapped so there will be no maintenance.

It was mentioned that we schedule a Special Meeting for the Board, perhaps July 26th with the purpose of moving some of these construction items forward.

LONG TERM

Leave on agenda until at least the HVAC system is completed.

Mary Ann Turner is to ask the Town Manager when was the last time the roof was worked on. Have someone look the roof over to see if it needs any maintenance.

Adjournment

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Patrice Sulik
Secretary/Treasurer