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North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3032
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

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

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
BOARD OF DIRECTORS
MINUTES OF REGULAR MONTHLY MEETING
January 10, 2018
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut

RECEIVED
VERNON TOWN CLERK
18 JAN 17 AM 11:07

Members Present: Diane Wheelock, Mary Ann Turner, Linda DeGray, Maurice LaRosa, Valerie Romano, Ken Nelson, Jr., Fred Journalist, Dianne Trueb, Trish Vayda, Ben Rodriguez, Vic Mathieu, Cathy Rebai, Maria Whelden, Bill Meier, Matthew Maynard, and Dawn Maselek

Members Absent: Mary Schwab, Len Norton and Rick Zulick

Also Present: Patrice Sulik, Director of Health, and Donna Szewczak, Enfield Town Council Liaison

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:01 PM after determining there was a quorum present.

Executive Session

Mary Ann Turner made a motion, seconded by Fred Journalist, to go into Executive Session to discuss Personnel Issues. The motion carried unanimously. The Board went into Executive Session at 7:02 p.m.

The Executive Session ended with no votes or action being taken and Chairman Diane Wheelock reconvened the Regular Monthly Meeting at 7:51 p.m.

Ben Rodriguez made a motion, seconded by Vic Mathieu, to approve the contract extension for three (3) years with Director Patrice Sulik as presented. Motion carried unanimously.

Chairman's Report

Board Chairman, Diane Wheelock presented a proposal for establishing a Capital Improvement Advisory Committee. The Board Chair wants to institute a system of long-term planning and anticipating needs for the District and move away from being reactive.

Discussion ensued regarding the purpose of the Committee and how it would function. Concerns were raised about dissolving the Building Committee with such a large potential project being considered. Additional discussion ensued regarding the role of the Board and role of the Director. Potential role of Building Committee as an ad hoc committee was discussed as well as the importance of making use of Board Members' professional expertise. The Director should manage budgeted upgrades and maintenance that do not reach the threshold of a capital improvement project.

Ken Nelson made a motion, seconded by Mary Ann Turner, to accept the establishment of a Capital Improvement Advisory Committee to serve as a sub-committee of the Finance Committee, with the amendment that the Building Committee will not be dissolved; it will serve as an ad hoc committee for the remodeling of the Main Headquarters. The motion carried unanimously.

Bill Meier made a motion, seconded by Ken Nelson to accept the definition of a Capital Improvement Project as presented (Attachment 2). The motion carried unanimously.

The presented language will be proposed as an update to the By-Laws for the February 14, 2018 Regular Meeting of the Board.

Director of Health Report

The Director requested that we move forward on the agenda in order that all action items could be addressed.

Action on Consent Agenda

1. Bill Meier made a motion, seconded by Maria Whelden to approve the proposed meeting calendar for 2018. The motion carried with 12 members voting and four (4) opposed - Mary Ann Turner, Vic Mathieu, Maurice LaRosa and Linda DeGray. The motion carried.
2. Mary Ann Turner made a motion, seconded by Vic Mathieu, to approve the proposed FY 2018-2019 Budget to be moved to Public Hearing on February 14, 2018. The motion carried unanimously.

3. Valerie Romano made a motion, seconded by Mary Ann Turner, to approve Budget Transfer Request #3, (Attachment 18) to transfer \$6,219.06 from Contracted Services line item to the Vaccines line item to purchase flu vaccine. The motion carried unanimously.

Committee Updates and Discussion

1. Finance - Maria Whelden would like to make slight change to layout of budget sheet.
2. Short and Long-Term Planning - Ben Rodriguez referenced the planning objectives included for review to be discussed at the February Regular Meeting of the Board (Attachment 10)
3. Capital Improvements-Mary Ann Turner updated Board on Director meeting with a project manager to get information and ideas. This project manager will then meet with the Board to explain how he would handle a remodeling project such as ours. There is no commitment to hire this individual - we are in information-seeking stage.

Bill Meier made a motion, seconded by Mary Ann Turner, to define the scope of the ad hoc Building Committee charge as working on capital improvement projects involving the Main Headquarters Property (building and grounds). The motion carried unanimously.

4. Personnel - Linda DeGray-no update at this time.

New Business

Bill Meier made a motion, seconded by Mary Ann Turner, that the Director can post the RFP for the landscaping/snow removal contract when it is finalized. The motion carried unanimously.

Discussion ensued regarding the timing for posting the RFP. Posting the RFP in the spring makes the most sense, as prospective bidders would need to walk the property. The current contractor will be invited to participate in the bidding process.

Adoption of Minutes

The NCDHD Board of Directors waives the reading of the Minutes of the Special Meeting of the NCDHD Board on October 11, 2017 and the Regular Meeting of the Board on November 8, 2017.

Maurice Larosa made a motion, seconded by Vic Mathieu that the Minutes of October 11, 2017 be approved as presented. The motion carried with Matt Maynard abstaining.

Cathy Rebai made a motion, seconded by Valerie Romano that the Minutes of November 8, 2017 be approved. The motion carried with Valerie Romano and Matt Maynard abstaining.

Informational Items, Petitions, Communications, etc.

Mary Ann requested a one-year spreadsheet on food inspection numbers for the Town of Enfield.

Adjournment

A motion was made by Valerie Romano and seconded by Ben Rodriguez, to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 9:51 p.m.

Respectfully submitted,

Patrice Sulik
Secretary/Treasurer

DEFINING A CAPITAL IMPROVEMENT PROJECT

In general, a capital project or permanent improvement in the NCDHD Capital Improvement Plan either purchases, constructs, renovates, or replaces an existing fixed asset. Such asset has a minimum cost of \$15,000 and a minimum useful life of three (3) years. Items not meeting this threshold are considered under the category of maintenance and repair. Fixed Assets include.

- **Land Acquisition/Improvement** - All expenditures for the acquisition of land (for the purpose of long-term use by the NCDHD) and site improvements.
- **Machinery** - all capital expenditures for machinery that is a part of the structure (s) at the time of initial acquisition or construction. Additionally, expenditures for machinery which constitute a substantial upgrading or renovation of an existing structure. (HVAC)
- **Infrastructure** - Construction or improvements to roads, sidewalks, drainage, utilities, sewers, retaining walls, and the associated architectural/engineering costs.
- **Furnishings and Office Equipment** - The total furnishing for a new facility addition or renovation may constitute a capital item, should they collectively exceed the minimum of \$15,000.
- **Office Equipment** - Office equipment is not considered as a capital item, with the exception of installation of a system-wide application such a management information software or telecommunication systems.
- **Preliminary Plans/Feasibility Studies** - Major studies directed toward possible capital outlay could be included in the capital plan if they exceed the minimum \$15,000.
- **Vehicular Equipment** - All capital expenditures for the acquisition of major rolling stock. ie., passenger van, cars and pickup trucks, that exceed the minimum cost of \$15,000.
- **Structures** - All capital expenditures for new or existing structures, including not only construction, renovation, and repair costs, but also architectural, engineering, legal and related expenses.