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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) 465-3034
- 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  
APRIL 11, 2018  
Vernon Office Conference Room  
375 Hartford Turnpike  
Vernon, Connecticut 06066

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VERIFIED CLERK  
18 MAY 11 PM 12:53

**Members Present:** Diane Wheelock, Chairman, Ben Rodriguez, Linda DeGray, Fred Journalist, Maria Whelden, Trisha Vayda, William Meier, Matthew Maynard and Shannon Grant

**Members Absent:** Len Norton, Dianne Trueb, Mary Ann Turner, Ken Nelson, Maurice LaRosa, Dawn Maselek, Rick Zulick, Vic Mathieu, Cathy Rebai, and Mary Schwab

**Also Present:** Patrice Sulick, Director of Health; Mike Roach, Pension Consultants; and Jim Marlor, New England Financial Group

## Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:00 p.m. after determining there was a quorum present.

Shannon Grant, the newly appointed Board Member from Enfield, was welcomed and asked to say a few words about herself and her interest in serving on the Board of Directors.

## Chairman's Report

Diane Wheelock raised a concern about the warm weather approaching and had prepared a potential motion to move forward the second floor air conditioning repair.

Bill Meier made a motion, seconded by Ben Rodriguez, that in consideration of the short window of time before the cooling season will begin, and due to the age and condition of the present unit, the NCDHD Board of Directors does hereby authorize Patrice Sulik, Director of Health, to go out to bid to replace, in its entirety, the second floor air conditioning system located at the 31 North Main Street, Enfield office. Said project should be advertised for bid immediately and deadline for bidding set at thirty days. Further, the funding for said project will be drawn from the \$250,000 set aside by the NCDHD Board of Directors for capital improvements.

Discussion ensued. Concerns were raised about the potential impact of the limited repair on performing HVAC for the entire building in the near future. It will be preferable to receive a bid on the air conditioning that can be expanded to serve the entire building. In addition, the director shall inform bidders of potential changes to the second floor space so that those potential changes can be incorporated into the proposal.

The motion carried unanimously.

Mike Roach and Jim Marlor were invited to introduce themselves to the Board. They provided an overview of their responsibilities regarding the pension plan. Mike Roach ensures the legality of the plan and is responsible for plan documents. Jim Marlor provides access to the investment vehicles for the plan. He also confers with and advises plan participants.

Parameters of the pension plan were reviewed for the benefit of new Board Members and to serve as an update. Potential future changes to the pension plan were discussed and a broad understanding was provided.

Mike Roach and Jim Marlor left the meeting at 7:50 p.m.

### **Director's Report**

Patrice updated the Board on the recent gasoline spill in Enfield. The Connecticut Department of Energy and Environmental Protection (DEEP) is the lead agency on the site. They are coordinating with our Health district. The Health District is providing support regarding private drinking water wells in the affected area and responding to questions from the public.

Patrice mentioned that our busiest season is coming up and reviewed the types of activities that are typically priorities in the spring and summer.

### **Committee Updates**

Finance and Personnel – Maria Whelden and Linda DeGray discussed the Committee Meeting that was held to continue to analyze salary study data. Additional information was requested and there will be another Committee Meeting on Tuesday, April 24, 2018. All are invited to participate. A reminder will be sent out to the Board.

Short and Long Term Planning – Ben Rodriguez would like to take about 15 minutes at the May Board Meeting to review progress on meeting the goals and objectives of the Strategic Plan. An important piece of this will be discussing the various other Boards and groups

that our Board Members participate in, in order to look for potential opportunities for collaboration going forward.

Minutes of April 11, 2018

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### **New Business**

Bill Meier made a motion, seconded by Ben Rodriguez, that the NCDHD Board does hereby approve expending up to \$19,975 from the current budget year's Capital Expense allocation to purchase a new fleet vehicle.

The purchase will include trading in the 2008 Ford Ranger and purchasing the vehicle from the vendor offering the lower net cost of those being compared. The motion carried unanimously.

Ben Rodriguez made a motion, seconded by Maria Whelden, that the NCDHD Board does hereby approve identifying the \$3,203.27 as MRC funds in the current budget year and tracking the expenditures as such. The motion carried unanimously.

### **Adoption of Minutes**

Maria Whelden made a motion, seconded by Trisha Vayda, that the NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of March 14, 2018 and that the Minutes of said meeting be approved. The motion carried with Shannon Grant and Matt Maynard abstaining.

### **Adjournment**

Linda DeGray made a motion, seconded by Ben Rodriguez, to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 8:52 p.m.

Respectfully submitted,

Patrice A. Sulick  
Secretary/Treasurer