



**NAUGATUCK VALLEY HEALTH DISTRICT
98 Bank Street, Seymour, CT**

**Board of Directors
Facilities Committee**

**March 29, 2022
7:00PM**

MEETING MINUTES

COMMITTEE MEMBERS PRESENT: Rosalie Averill, Chair, Adam Bronko, Barbara Dlugos, Camille Kurtyka, Jean Jones

COMMITTEE MEMBERS ABSENT:

GUESTS: Jennifer Behuniak

STAFF PRESENT: Jessica Kristy, Director of Health

A. Old Business

- a. Review responses from Chief Elected Officials regarding potential facility relocation sites.**

The meeting opened with a rollcall and welcoming to new Committee member, Jean Jones.

Committee Chair, Rosalie, reviewed the action item from the May 3, 2022, Facilities Committee meeting, which was for Chairman Bronko to draft and send a letter to all six municipal Chief Elected Officials notifying them that NVHD is potentially considering facility options and to request a response from the CEO's including any real estate options that can accommodate NVHD's needs. Rosalie read aloud the letter that was drafted and customized for each municipality:

Dear **[Insert Chief Elected Official]**:

On behalf of the Naugatuck Valley Health District (NVHD) Board of Directors, I am writing to notify you that the Board of Directors, in accordance with our (2021-2026) Strategic Initiative Plan, is considering a new, physical location for the district office. NVHD has been grateful to lease office space at 98 Bank Street, Seymour, CT 06483 from





the Town of Seymour since 2005. The Board of Directors Facilities Committee has been tasked with exploring all options in order to continue to provide a high degree of service to all of the residents that NVHD currently serves.

The Facilities Committee is seeking any information regarding potential rental or for-purchase facilities across the district. We respectfully request a response including any available details if the [Insert municipality] has any such facilities that can accommodate the health district, available now or within the next 2-3 years. While this is no means inclusive of all of the physical needs of the district office, at minimum, the facility must:

- No less than 15,000 square feet
- Accommodate up to 30 employee offices/stations
- Accommodate client, programming, and clinical services
- Be compliant with the Americans with Disabilities Act Standards for Accessible Design
- Have a parking lot (no street parking)
- Adequate storage for archive records and equipment

Please submit responses back to the Board of Directors by Monday, May 2, 2022 as the Facilities Committee will reconvene on May 3rd.

We look forward to hearing about any potential opportunities the City of Ansonia may have to offer.

Sincerely,

Adam Bronko, Chairman, Board of Directors

Rosalie deferred to Adam for discussion of any correspondence received in response to the letter.

- Ansonia: Mayor Cassetti referred Adam to the Director of Economic Development for the City of Ansonia regarding a potential location on Clifton Avenue, Ansonia. Adam left a message for Ms. O'Malley but has not yet received a return call.
- Beacon Falls: No response.
- Derby: No response.
- Naugatuck: Mayor Hess suggested there may be a potential location on Church St, Naugatuck, CT. Additional details were not available at the time of the meeting.
- Seymour: No response.
- Shelton: No response.





B. New Business

Discussion took place regarding additional sources that the Committee felt were appropriate to approach with the same intent: to obtain any information they may have regarding rental or for-purchase facilities throughout the jurisdiction.

Adam will revise the letter that was sent to the Chief Elected Officials to be inclusive of the entire jurisdiction, rather than specific to each municipality, that will be communicated to the following:

- Commercial Real Estate Brokers (Adam)
- Non-Profit Partners (Jess on behalf of Adam)
 - Greater Valley Chamber of Commerce
 - Griffin Hospital
 - Naugatuck Valley Council of Governments
 - Other Non-Profit Partners via Valley Council for Health & Human Services network

Responses will be requested back by June 6th.

The Committee will reconvene at 6:00PM on Tuesday, June 7, 2022.

Submitted by J. Kristy.

