



# Northeast District Department of Health

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## DRAFT Northeast District Department of Health Reopening Committee Meeting Minutes

Date: Tuesday, March 30, 2021

Time: 3:00 PM Eastern

1. Commencement:

Meeting began at 3:08 p.m.

2. Attendees:

David A. Griffiths, Donald Gladding, Ann Hinchman, Orla-McKiernan-Raferly, Susan Starkey (Director of Health) and Linda Violette Buisson (Administrative Assistant)

3. Reopening Recommendations and Estimated Costs\*

S. Starkey informed the Committee that she met with Leadership to discuss what safety features they would like in place to reopen to the public. The following suggestions were brought before the Committee:

- Locking capabilities at the front door to control entry to the building and limit the number of people at the front desk. This is also in keeping with the previously identified goal of protecting the staff in the early hours and in late hours when no one else is around.
  - Electronic strike on commercial front door with push button to unlock door for entry, OR
  - Automatic operator for commercial door, push button would automatically open the door (this would require an electrician to tie in the electricity for a fully automated door)
- Keyless door lock entry to the Conference room
- Keyless door lock entry to the Kitchen
- No public bathroom
- Front Desk Area Renovation
  - Have a wall built around the front desk with sliding glass windows to keep both staff and customers protected

- Plexiglass shield between staff members at front desk
- Free standing rolling partition to be used as a shield between customers. Only two customers allowed into the office at a time.
- Estimate of cost range is approximately \$5,310 -\$15,000 . We continue to get additional quotations for front desk area renovation
- Reopening Committee would like the office to reopen to the public by May 2<sup>nd</sup>, contingent on all the work being completed.

D.A. Griffiths motioned to move forward with the proposed plan and look for the best prices to reopen, effective the first Monday of May, pending completion of contracted services. Vote taken. D.A. Griffiths, O.McKiernan-Rafertry, D.Gladding and A.Hinchman all in favor. Motion carried. 5-0-0.

4. Adjournment: Meeting adjourned at 3:46 p.m.