



# Northeast District Department of Health

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## **DRAFT:** PUBLIC MEETING for RFP SUBMISSIONS

**Date:** Thursday, February 29, 2024 **Time:** 10:00 am Eastern

**Location:** NDDH Conference Room, 69 South Main Street, Brooklyn, CT

### AGENDA

Meeting was called to order at 10:06 a.m.

Board Attendees: Lana Salisbury, Board Chair, Sterling; Christopher Lippke, Canterbury

NDDH Staff: Stephen Faucher (PHEP Coordinator); Melissa Nichols (Finance Manager); Jennifer Warner (EHS Specialist); Linda Buisson (Administrative Assistant)

#### Open RFP Bids

L. Buisson was required to publicly open all RFPs submitted at 10:00 am. She explained that NDDH did not receive any submissions via US postal service nor via email. The RFP was posted on the CT state website for bids. L. Buisson reached out to the state this morning to ascertain if there she was supposed to pull submissions from the website. She was advised that all RFP submissions were to be sent to her directly via either US mail or email. There would be nothing to obtain from the website.

The lack of submissions will be reported at the March 7<sup>th</sup> Board meeting and a follow up plan discussed.

#### Adjournment

Meeting adjourned at 10:10 a.m.