



## **SPECIAL MEETING OF THE EXECUTIVE COMMITTEE**

**MINUTES – September 8, 2022**

### **Members or Representatives in Attendance:**

Canaan (Falls Village), Henry Todd, Chair  
Harwinton, Mike Criss, Vice-Chair  
North Canaan, Charlie Perotti, Secretary  
Morris, Tom Weik, Treasurer  
New Hartford, Dan Jerram, At-Large  
Barkhamsted, Don Stein, At-Large

### **Members Absent: NONE**

### **Others Present:**

Robert Phillips, Executive Director – NHCOC  
Emily Hultquist, Assistant Director - NHCOC

### **Determination of Quorum and Call to Order:**

Chairman Todd called the meeting to order at 9:06AM.

### **Discussion and Suggested Actions to Consider for Referral to the NHCOC Policy Board**

The Executive Director reviewed the current proposed expansion of the existing location of the NHCOC office along with the 45% increase in build-out costs. Also reviewed was the location, layout, size, and cost estimates (potential build-out and monthly lease) for an alternative location at 59 Field Street in Torrington. The strengths and weaknesses between both locations were discussed and the committee formally made the following motion:

*A Motion was Made (Stein) and Seconded (Perotti), and passed unanimously, to Authorize the Executive Director to Enter into a Non-Binding Letter of Intent for the NHCOC Office Relocation to a Larger Space at 59 Field Street, Torrington, Subject to a Final Authorization to Proceed and Budget Approval.*

### **Approval of Minutes of the Special Meeting of the Executive Committee – June 7, 2022.**

*A Motion was Made (Perotti) and Seconded (Jerram), and passed unanimously, to approve the minutes as presented.*

### **Adjournment:**

*A Motion was Made (Jerram) and seconded (Perotti) to adjourn the meeting at 9:46AM.*