



# Northeast District Department of Health

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## **DRAFT Finance Committee Meeting Minutes 5/30/24**

Start Time: 3:01 p.m.

### Committee Member Attendance:

Elaine Lippke (Finance Chair), Robert Kelleher, Patti George, Robert Kerr, Chris Lippke, John Murdock, Jim Vannoy (Interim Director), Linda Buisson (Administrative Assistant), Melissa Nichols (Finance Manager)

### Meeting Minutes – April 4, 2024

Motion made by R. Kerr to accept the minutes of April 4, 2024 as submitted. Seconded by J. Murdock. E. Lippke, R. Kelleher, P. George, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (6-0-0).

### YTD FY 2024 Financial Report

YTD Finance Report as of April 2024

Income is 92% of budget. Expenses are 68% of the budget.

### FY 2025 Budget

Additional funding is coming through the Immunization Grant in the amount of \$111K.

Two Congressional Funding Applications were submitted for a software system and possible new building. No update on funding yet.

### Unfinished Business

#### *a. NDDH Lease*

R. Kelleher reported that Brooklyn First Selectman, A. Tanner, will add NDDH's lease with Brooklyn to the agenda at tonight's selectman's meeting. He will suggest the town extend NDDH's lease on the building to allow for planning.

### New Business

#### *a. Contracted Services*

NDDH has contracted with R. Zulik to review septic plans for ten hours a week. Expecting to contract for 26 weeks to assist with our backlog.

#### *b. Open Discussion*

Committee discussed the permit fee refund procedures. NDDH does charge a \$40 processing fee when refunds are necessary.

NDDH received a compliment for a quick turnaround (within 3weeks) on a recent septic issue in the Town of Canterbury.

Next Meeting

Thursday, August 29, 2024 from 3:00-5:00 pm in NDDH Conference Room

Adjournment

Motion to adjourn by R. Kelleher. R. Kerr seconded the motion. E. Lippke, R. Kelleher, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (5-0-0).

Adjournment: 3:44 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Administrative Assistant

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