



# Northeast District Department of Health

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## Finance Committee Meeting Minutes 11/21/24

Start Time: E. Lippke called the meeting to order at 3:01.

### Committee Member Attendance

Elaine Lippke (Finance Chair), Mary Eames, Patti George, Chris Lippke, John Murdock, Luigi Sartori (Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Excused: Robert Kelleher

Guest: Lana Salisbury

### Public Participation

None.

### Meeting Minutes – October 31, 2024

Motion made by P. George to accept the minutes of October 31, 2024, as submitted. Seconded by J. Murdock. E. Lippke, P. George, C. Lippke in favor. M. Eames and J. Murdock abstained. Motion carried (3-0-2).

### FY 2025 Budget

- Professional License Reimbursement\*

Finance Committee was asked to consider NDDH reimbursing staff for their professional licenses. A registered sanitarian license costs \$40; a nursing license costs \$60. Staff are required to be licensed to perform their job.

P. George motioned to approve reimbursement of staff for professional licenses. J. Murdock seconded. E. Lippke, M. Eames, P. George, C. Lippke, and J. Murdock in favor. Motion carried. (5-0-0).

- NEHA Conference Funds\*

Finance Committee will recommend sending an employee to the NEHA conference in June 2025 to do a presentation at the National conference, engage in training, and take the registered sanitarian exam. Estimated cost \$5K.

Motion by P. George to send a staff member to the NEHA conference. Seconded by J. Murdock. E. Lippke, M. Eames, P. George, C. Lippke, and J. Murdock in favor. Motion carried. (5-0-0).

### FY 2026 Budget

M. Nichols reviewed the four sources of revenue (Permits, State Match, Town Per Capita and Grants) for 2026 budget and the expenses. Based on renewals for some expense line-items, NDDH will not have definitive costs until March 2025.

### Unfinished Business

- NDDH Lease  
A. Tanner has agreed to extend our lease through August 2028 (an additional two years) to give us time to look for a new location. In the meantime, NDDH is putting together an Internal Facility Logistic Committee to determine what we need in a facility and what we dream to have. The Director continues to seek out facilities available and grants to fund a move.
- NDDH Generator  
The Town's new building generator project has been complete. NDDH's generator is now fully disconnected. Finance committee suggested putting the equipment out for bid (if it is in salable condition) and place funds in reserves.

J. Murdock motioned to recommend exploring the sale of the old generator to the board. P. George seconded the motion. E. Lippke, M. Eames, P. George, C. Lippke, and J. Murdock in favor. Motion carried. (5-0-0).

### New Business

- Open Discussion

### Next Meeting

Thursday, December 12, 2024, from 3:00-5:00 pm in NDDH Conference Room

### Adjournment

Motion to adjourn by P. George. M. Eames seconded the motion. E. Lippke, M. Eames, P. George, C. Lippke, and J. Murdock in favor. Motion carried. (5-0-0).

Adjournment: 4:43 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Executive Assistant