



Northeast District Department of Health

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DRAFT Finance Committee Meeting Minutes 12/12/24

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

Committee Member Attendance

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

Absent Excused: Robert Kelleher, Patti George, Chris Lippke

Guest: Ann Hinchman

Public Participation

None.

Meeting Minutes – November 21, 2024

Motion made by J. Murdock to accept the minutes of November 21, 2024, as submitted. Seconded by M. Eames. E. Lippke, M. Eames, and J. Murdock in favor. Motion carried. (3-0-0)

FY 2025 Budget-YTD November 2024

Report presents NDDH is five months into the fiscal year (41%). Actual to budget breakdown shows fees at 44%, total income is 73%, and expenses are 33%. Consultant fees are at 120% but consultants are reviewing plans and assisting in training EHS staff.

FY 2026 Budget-Draft 12.12.24

NDDH budget draft includes a possible part-time compliance officer, the new IT platform maintenance fees, a new server with upgraded security features, an employee cost-of-living increase, etc.

Administrative & General Costs breakdown of the 2026 budget: 73% salary/fringe; 14% operational/general costs; maintenance 6%; insurance 3%; consulting fees 4%.

Finance Committee will recommend the Board to approve a \$1 per capita increase for FY26 totaling \$10.30, at the January 9, 2025 meeting.

Unfinished Business

- NDDH Lease – Brooklyn Town will be extending our building lease through August 2028.

NDDH Generator -NDDH is exploring the possibility of selling our old generator since the Town of Brooklyn's new building generator installation. NDDH is researching if generator is still up to code and its value.

- Electric Bill – NDDH agreed to pay 29% of the overall electric bill to the Town of Brooklyn and will be invoiced monthly. The building meter will be shared by NDDH, the Senior Center, and the Town of Brooklyn.

New Business

- None.

Next Meeting

Thursday, January 23, 2025 from 3:00-5:00 pm in NDDH Conference Room

Adjournment

Motion to adjourn by M. Eames. J. Murdock seconded the motion. E. Lippke, M. Eames, and J. Murdock in favor. Motion carried. (3-0-0).

Adjournment: 4:32 p.m.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant