



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234

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NDDH Board of Directors Meeting **DRAFT**

Date: January 9, 2025 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:00 pm by Lana Salisbury.

Attendance

Present: Austin Tanner, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; William Archer, Hampton; David A. Griffiths, Killingly; Don Gladding, Plainfield; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Danielle Robbins, Thompson; Mary Eames, Thompson (alternate); John Murdock, Union; Gail Dickinson, Woodstock

Absent: Sean Regan, Killingly

Guests: Maureen Nicholson, Pomfret 1st Selectman

NDDH Staff: Luigi Sartori, Director of Health; Linda Buisson, Executive Assistant; Melissa Nichols, Finance Manager

Late Arrivals & Time of Arrival: D. Gladding–3:11 pm; M. Nicholson – 3:13 pm

D.A. Griffiths requested a moment of silence to remember President Jimmy Carter who passed away last week.

Citizen Participation – none

Approval of Minutes – November 14, 2024

W. Archer motioned to accept the minutes as presented. J. Murdock seconded the motion. C. Lippke, E. Lippke, P. Torcellini, W. Archer, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. A. Tanner, D.A. Griffiths, and R. Kerr abstained as they were not in attendance at the meeting. Motion carried. (11-0-3).

Communications

- Robert Kelleher, Brooklyn Board representative, has resigned from his position. Austin Tanner, Brooklyn First Selectman, will fill the seat until a new representative is selected.
- Matt Lynch, Health Informatics Specialist, left the agency on December 27, 2024. Katie Broccoli, part-time secretary/receptionist left the agency on January 3, 2025. Both left on good terms.

Reports

a. Executive Committee.

The Committee met on Tuesday, January 7th. They performed an informal six-month evaluation of the new Director of Health. L. Salisbury will write up a summary of the findings. She reported that it was a positive review. The Personnel Committee will discuss how they would like to do the yearly Director evaluation.

b. Finance Committee

- YTD Financial Report

The last Finance meeting was held December 12, 2024. The YTD findings in the packet are through the end of November. There were no questions concerning the document.

- Town Per Capita Rate

D.A. Griffiths motioned to approve a \$1 increase to the current per capita rate, making the new rate \$10.30 per person. R. Kerr seconded the motion. C. Lippke, E. Lippke, W. Archer, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock and G. Dickinson in favor. A. Tanner and P. Torcellini opposed. Motion carried (12-2-0)

L. Sartori advised that CADH would be meeting on January 14th and would be discussing the state per capita rate. In the meantime, NDDH is exploring grant funding opportunities.

- Payment for EHS and BSN Licenses

E. Lippke motioned to approve NDDH providing payment for EHS licenses as well as the license for the public health nurse. D. Gladding seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock and G. Dickinson in favor. (14-0-0)

The budget for funding licenses will not exceed \$500/year.

- Possible Sale of Generator

L. Sartori will reach out to WBS to make certain our generator is up to code to then determine whether it may be sold. If it may be sold, it will need to go up for bid.

W. Archer motioned to allow L. Sartori to decide how to proceed with the generator sale.

G. Dickinson seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock and G. Dickinson in favor. (14-0-0)

- Auditing Services

The audit went out to bid for the next three years. Responses were due by January 3, 2025. We received only one response and it was from our current auditor. There will be a slight increase in fees each of the next three years.

W. Archer motioned to accept the bid from our current auditor. A. Hinchman seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock and G. Dickinson in favor. (14-0-0)

c. Personnel Committee

The Personnel Committee will meet on February 12, 2025. They will review the Employee Manual for necessary changes and discuss the Director evaluation process / form.

d. Director of Health Report (in Board packet)

L. Sartori advised that he prepared a new organizational chart but will need to adjust it now that our Informatic Specialist has left. A. Gonzalez is taking on more administrative tasks. J. Vose is now not only our public health nurse but our Community Health Supervisor.

Our EHS department has the potential to be fully staffed and certified. One of our senior sanitarians will be taking the national registered sanitarian test this summer.

We currently have short-term contractors who do plan reviews. These individuals have added training our junior staff on reading soils and have been assisting with field work.

All three new EHS staff have passed both Phase I and Phase II Subsurface testing.

A. Gonzalez will soon be in the field doing FITO training with Lynette Swanson.

After February, L. Sartori plans to have one-on-one meetings with each town leader.

New Business

a. Other

D.A. Griffiths inquired about itinerant vendor permits as he is frequently asked about the status.

A. Tanner advised that permits are in place for small events that may be held throughout the state (though not all health districts are reciprocating) but not larger events such as fairs.

It was further explained that an itinerant vendor was a mobile vendor. A temp event does not necessarily meet the same code standards; it could be a pop-up tent. The separation of the two is that mobile (itinerant) vendors tend to be professional food service individuals engaged in mobile food service year-round. Temp event vendors are often not professionally trained food safety individuals.

In light of the current CA wildfires, G. Dickinson suggested NDDH provide information about a “go bag” stating that most people in the northeast may not have one. At a bare minimum, the bag should include a week’s worth of medication, all important documents, charging mechanisms for any devices, and bottled water. L. Sartori offered to speak with S. Faucher and J. Vose about putting something together that we can post in the media.

Unfinished Business

a. Lease Extension of NDDH Office

NDDH received a lease amendment from the Town of Brooklyn on January 7, 2025. The amendment extends our lease with the town until August 25, 2028, at 11:59 pm. The amendment notes that NDDH will be responsible for 29% of the building's electric bill.

b. Strategic Plan Extension to 2027

L. Sartori asked for a grace period on the Strategic Plan. Upon discussion at the Executive Committee meeting, it was decided that there should be a specific date for the new plan to become due. The chosen date was June 30, 2027.

E. Lippke motioned to grant the director sufficient time to create an updated strategic plan for implementation in the fiscal year which begins July 1, 2027. W. Archer seconded the motion.

Following some discussion, L. Sartori said he was agreeable to having the plan come due sooner than the July 2027 date. D.A. Griffiths would like the motion amended so that the due date would be as soon as possible.

L. Sartori advised that he would like his plan to have obtainable goals and long-term planning for what we see for the future of the region and the district. All of this is tied to population growth and the financial status of the region.

W. Archer amended the motion to grant the director sufficient time to create an updated strategic plan for implementation no later than the fiscal year that begins July 1, 2027. R. Kerr seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. (14-0-0)

c. Other

Adjournment

D.A. Griffiths motioned to adjourn at 4:05 p.m. A. Hinchman seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. (14-0-0)

Respectfully submitted,
Linda Buisson
NDDH Executive Assistant