



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
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NDDH Board of Health Executive Committee Special Meeting Minutes

Date: Wednesday – November 6, 2024, at 2:30 p.m.

Location: NDDH Conference Room, 69 South Main Street, Unit 4, Brooklyn, CT

Attendees: Lana Salisbury, Board Chair; Ann Hinchman Vice-Chair; Elaine Lippke, Finance Chair; Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager); Linda Buisson (Executive Assistant)

Absent Excused: Robert Kelleher

Guests: Gail Dickinson

Call to Order

The meeting was called to order at 2:34 p.m.

Citizen Participation - none

Review of Minutes – October 1, 2024, DRAFT

E. Lippke motioned to accept the minutes as presented. A. Hinchman seconded the motion. Vote taken. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (3-0-0)

Communications - none

Updates

a. Finance Committee

- Audit

The auditor declared the report to be clean with no findings or weaknesses. The Auditor's will do an in-depth review at the November Board meeting. The Audit report will be sent along with the Board packet this week.

- Powers of Resolution for Bank Account (Bank Signatures)

The Board will be asked to vote on those individuals approved to sign off on the bank account.

b. Other

Finance will review how grants and our revised building lease will affect the upcoming budget.

Unfinished Business - none

New Business

a. 2025 Executive Committee Schedule*

A. Hinchman voted to approve the 2025 Executive Committee schedule. E. Lippke seconded the motion. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (3-0-0)

b. Committee SLATE*

E. Lippke voted to approve the 2025 Committee SLATE and bring it before the Board for vote. A. Hinchman seconded the motion. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (3-0-0)

Adjournment

E. Lippke motioned to adjourn. A. Hinchman seconded the motion. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (3-0-0)

Next Meeting: January 7, 2025. The December 3, 2024 is CANCELLED.

Meeting adjourned at 3:19 p.m.

Respectfully submitted,
Linda Buisson
Executive Assistant