



Northeast District Department of Health

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DRAFT Finance Committee Meeting Minutes 1/23/25

Start Time: E. Lippke called the meeting to order at 3:05 pm.

Committee Member Attendance

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

Absent: Christopher Lippke

Guest: Lana Salisbury

Public Participation

None.

Meeting Minutes – December 12, 2024

Motion made by P. George to accept the minutes of December 12, 2024, as submitted. Seconded by J. Murdock. E. Lippke, M. Eames, P. George, and J. Murdock in favor. Motion carried. (4-0-0)

FY 2025 Budget-YTD December 2024

Report presents NDDH is six months into the fiscal year (50%). Actual to budget breakdown shows fees at 69%, total income is 92%, and expenses are 43%. Special Funds (Grants) are at 112% however, \$150K will be deferred to FY26. This will reduce Actual and will change the percentage toward the budget.

FY 2026 Budget-Draft 1.23.25

Increases and decreases to the pending budget were explained. At the next meeting, a three-year projection will be shared, and both the capital plan and reserve funds discussed.

Unfinished Business

- NDDH Lease – Brooklyn Town will be extending our building lease through August 2028. L. Salisbury has signed off on the lease.
- NDDH Generator -L. Sartori 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.

New Business

Finance Committee opted to cancel the February 20 meeting. They will reconvene in March.

Next Meeting

Thursday, March 20, 2025 from 3:00-5:00 pm in NDDH Conference Room.

Adjournment

Motion to adjourn by M. Eames. P. George seconded the motion. E. Lippke, M. Eames, P. George, and J. Murdock in favor. Motion carried. (4-0-0).

Adjournment: 4:17 p.m.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant