



# Northeast District Department of Health

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

50 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

NDDH Board of Directors Meeting **DRAFT**

Date: April 10, 2025 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

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

## Attendance

*Present:* Austin Tanner, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; William Archer, Hampton; Patti George, Killingly; 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

*Guests:* Sophie Charron

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

Citizen Participation – none

## Approval of Minutes – January 9, 2025

D. A. Griffiths motioned to accept the minutes as presented. D. Gladding seconded the motion. A. Tanner, C. Lippke, E. Lippke, D.A. Griffiths, P. Torcellini, W. Archer, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. P. George abstained. Motion carried. (14-0-1).

## Communications

- Sean Regan, Killingly Board Representative has resigned, leaving a vacancy.
- L. Salisbury and C. Jordan have been reappointed as Sterling Representatives through March 2028.
- P. George informed the board she was voted in as a regular Killingly representative. Official notification is pending.
- A. Tanner announced that S. Charron is scheduled to be voted in as the regular Brooklyn Board representative at Brooklyn's town meeting this evening.
- D. A. Griffiths stated that a restaurant owner recently told him that he looks forward to food inspections and is appreciative of the inspectors.

## Reports

### a. Executive Committee

- The committee reported the regularly scheduled meetings for February/March/April were cancelled. The next meeting is scheduled for Tuesday, May 6, 2025.

b. Finance Committee

- *YTD Financial Report – February 2025*

Overtime and Consulting Fees actual expenditures vs budget were discussed. L. Sartori explained that as the EH staff complete trainings and gain certifications, more staff will perform independent inspections and workloads will adjust to reduce the need for overtime and outsourced consultants.

- *Town Per Capita*

No vote is necessary. The Board voted to approve the \$1 increase in town per capita at the January 9, 2025 Board meeting.

- *Fee Sheet (NDDH Fee Schedule Effective 07/01/2025)*

A. Tanner motioned to approve the FY2026 proposed permit fees. D. A. Griffiths seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. George, D. A. Griffiths, P. Torcellini, W. Archer, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).

- *FY26 Proposed Budget*

W. Archer motioned to approve the FY26 proposed budget. A. Hinchman seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. George, D. A. Griffiths, P. Torcellini, W. Archer, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).

c. Personnel Committee

- *Employee Manual*

The Personnel Committee presented revisions to the Employee Manual.

W. Archer motioned to approve all mandated and suggested revisions to the Employee Manual. D. Gladding seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. George, D. A. Griffiths, P. Torcellini, W. Archer, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).

- *Director of Health Annual Evaluation Form*

The Personnel Committee decided to use the current Director of Health evaluation form again this year which will be provided in November 2025. Representatives are encouraged to complete the evaluation with their town leaders.

d. Director of Health Report

L. Sartori reported the following:

- A. Gonzalez is halfway through completing her FITO training.
- Staff food and subsurface trainings are on schedule.
- The National Environmental Health Association (NEHA) Conference will not be offering in-person RS training and an exam this year. NDDH is exploring other options. There is a virtual training option and a proctored testing site in Westerly, RI. L. Sartori reached out to the Connecticut Environmental Health Associations (CEHA) to see if trainings could be brought to CT.
- NDDH continues to explore grant opportunities.
- NDDH made some changes to the B100 application and procedures by breaking down the type of permit: simple or complex. Newly trained staff will complete the simple B100s permits while the more experienced staff will complete the complex B100 permits.

- Procedures for temporary events have been updated to include preventative consultation interviews with vendors two weeks prior to events to maintain industry standard preventative risk-based measures.

New Business - none

Unfinished Business - none

Adjournment

D.A. Griffiths motioned to adjourn. W. Archer seconded the motion. A. Tanner, C. Lippke, E. Lippke, P. George, D. A. Griffiths, P. Torcellini, W. Archer, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).

Meeting adjourned at 4:26 p.m.

The next Board meeting will be held on Thursday, June 12, 2025.

Respectfully submitted,  
*Linda Buisson*  
NDDH Executive Assistant