



# 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: June 12, 2025 – 3:00 pm**

**Location: NDDH, 69 South Main Street, Conference Room**

Meeting called to order 3:03 pm by Lana Salisbury.

## Attendance

*Present:* Sophie Charron, 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:* Maureen Nicholson, Pomfret First Selectman; Francis (Buddy) Conroy, Killingly Interim Town Manager

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

## Citizen Participation – none

## Approval of Minutes – April 10, 2025

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

## Announcements

- a. Stephanie Hynes earned her Bachelor's degree in Public Health on May 4, 2025 from Southern New Hampshire University.
- b. In September 2025, Elaine Lippke will have provided 30 years of service as an NDDH Board Representative.

## Communications

- Sophie Charron has been appointed as Brooklyn representative until October 2025.
- Patti George has been appointed Killingly representative until April 30, 2028.
- David A. Griffiths, Killingly representative, has been reappointed until June 30, 2028.

## Reports

### a. Executive Committee

The committee reported the regularly scheduled meetings for May and June were cancelled.

### b. Finance Committee

- *YTD Financial Report – April 2025*

- Report represents NDDH ten months into the fiscal year (83%). Total income is 107% of budget. Permit fees are at 92%. Expenses are 72%.

- Reserve Fund Balance

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

### c. Personnel Committee

No report. Next meeting is Wednesday, September 17, 2025.

### d. Director of Health Report

- NDDH is in its busy season.
- L. Sartori is asking staff to use necessary accrued time by the end of the fiscal year.
- Land use has increased.
- Had a recent discussion with the state partners regarding an action plan for well monitoring and treatment options.
- Has met with Water Pollution Control Authority (WPCA). There is currently a moratorium regarding the sewer treatment plant for Brooklyn and Killingly. Looking at long-term strategies to fulfill our obligations for property development. We want to be consistent with both state and the town departments.
- EHS food and subsurface trainings are on schedule via both academic and field experience.
- Has reached out to the state as there are required EHS food trainings to do online however, the links provided no longer exist.
- On June 11, NDDH had a staff training / appreciation luncheon catered by Matthew's Catering in Central Village. The staff was much appreciative and asked Luigi to convey their thanks to the Board.

### D. Gladding joined the meeting at 3:28 pm.

- Opioid Prevention Funding (PA 22-48): NDDH was approached by some district towns regarding the opioid settlement funds from the attorney general's office to focus on prevention and education in their towns. L. Sartori reached out to all partner towns with a proposal to be a resource. He plans to create a part-time position (approximately 25 hours per week). This individual will be responsible to create an online portal with resources, data, events, and services. The position will liaison with each partner town and form an advisory committee with specifics for each town. L. Sartori offered to send Board members PA 22-48 specifics.
- New server was installed that requires an operating temperature below 70 degrees. The room cannot maintain the proper temperature. We are exploring options to correct this.
- We are in the process of getting the donated 2008 Ford Explorer registered with the DMV.
- Fair packets have gone out. We are doing pre-event consultations to increase our efficiencies before the events.

- Hopes to get the conference room carpet washed and cleaned.

### New Business

- Reappointment of Medical Advisor, Dr. Kristen Xeller.  
E. Lippke motioned to reappoint Dr. Kristen Xeller as medical advisor until June 12, 2028.  
D.A. Griffiths seconded the motion. The Board unanimously voted its approval. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).
- Continuity of Operations Plan Update  
Upon review, discussion included making the following minor revisions to the document presented:
  - Correct *page numbers* in Table of Contents and throughout the document.
  - No attachment. S. Faucher said attachment is purposely not attached to the document. It is an electronic document that would be attached when necessary. It is not attached IN the document as the document would need to be revised and updated every time someone left or joined NDDH. S. Faucher will change “attachment” to “reference” document on file.
  - Page 11, the word PODS should be revised to *PODs*.
  - Template on page 14 is small and difficult to read.
  - Appendix B – Robert Miller’s cell phone number needs to be included.
  - Appendix C – QVCC should now read *CT State College Quinebaug Valley*.
  - Glossary MOA should be changed to *MOU* for Memorandum of Understanding.

D.A. Griffiths motioned to approve the Continuity of Operations Plan with above amendments. A. Hinchman seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).

- Nominating Committee Appointments\*  
Nominating Committee is responsible for getting Chair and Vice-Chair nominations to executive assistant and Board Chair on or before August 11<sup>th</sup>. L. Salisbury may hold her current position for one more year; A. Hinchman, Vice-Chair, for two more years. A. Hinchman believes the Vice-Chair should be someone that is interested in becoming Chair. She has no interest in doing so and offered to step back so someone who is interested may have an opportunity to be Vice-Chair in preparation of holding the Chair seat.

Following some discussion, D.A. Griffiths motioned to approve the following volunteering individuals to the nominating committee: E. Lippke, P. George, and D. Robbins. A. Lamondy seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (15-0-0).

Nominating Committee members hope to have their recommendations to the executive assistant by Friday, August 1, 2025. Recommendations must be sent to all Board members 30 days in advance of the next Board meeting scheduled for September 11, 2025.

Traditionally, the Chair and Vice-Chair immediately step into their positions upon being voted in at the September Board meeting. L. Salisbury said that the ByLaws state that once committee members are voted into positions, their terms begin immediately. This is not stated regarding the Chair and Vice-Chair positions. L. Salisbury requested a motion to change the ByLaws. Any suggested changes must go to the ByLaws Committee for consideration. L. Buisson will reach out to the ByLaws committee regarding the request for change and the need for a meeting.

Unfinished Business - none

Adjournment

D.A. Griffiths motioned to adjourn. W. Archer seconded the motion.

Meeting adjourned at 4:15 p.m.

The next Board meeting will be held on Thursday, September 11, 2025.

Respectfully submitted,  
*Linda Buisson*  
NDDH Executive Assistant