



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

Finance Committee Meeting Minutes 5/29/25

Start Time: E. Lippke called the meeting to order at 3:07 p.m.

Committee Member Attendance

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

Absent: Patti George

Public Participation

None.

Meeting Minutes – March 20, 2025

Motion made by M. Eames to accept the minutes of March 20, 2025, as submitted. Seconded by J. Murdock. E. Lippke, M. Eames, and J. Murdock in favor. C. Lippke abstained. Motion carried. (3-0-1)

E. Lippke inquired about whether we received any feedback for the letters written to the state regarding the state per capita. L. Sartori advised that the 10% decrease in funding was not only restored but it was increased. We are waiting for the vote to be approved and forwarded to the governor for signature.

FY 2025 Budget-YTD April 2025

Report represents NDDH ten months into the fiscal year (83%). Actual to budget breakdown shows fees at 107%, total income is 97%, and expenses are 72%.

Income: The Certified Food Course line-item (4011038), on the YTD actual, is zero. No expenses have been accrued during the fiscal year. The course is based on fee-for-service. NDDH is in the planning stages to possibly hire a consultant to update the FDA Codes for the Certified Food Course, provide onsite training and proctor the onsite exams while the NDDH staff continues to work on more pressing priorities for the district and completing certifications.

A \$150K of the Workforce Grant will be deferred in the next year and will reduce NDDH income in FY25.

Expenses: Regarding Program Consulting Fee (5011019), there has been an increase in lead XRF investigations. XRF investigations are more comprehensive testing and outsourced.

FY 2026-FY 2030 Capital Plan

Capital Plan details includes district vehicles, computer/technology equipment, communication equipment, office equipment, leased equipment, and facility upgrades.

NDDH recently updated the server and security system. The computer room has a heating/cooling duct and is connected to the centralize thermostat. The temperature of the room should be 70 degrees and has been running above 80 degrees. We are running fans to help with circulating air in the room to reduce the heat. NDDH is exploring methods to keep the room at the required temperature. Unexpected expense may incur upon solution.

Based on the length of usage per GASP on capital investments, NDDH will need to replace six computers by November 2025 because Window 10 will no longer be supported by Microsoft.

FY 2026 Fund Reserve Balance

All the recommended increases to the Reserve Fund Balances are based on upgrading building/IT infrastructure, increased costs for basic coverage and building long-term employment by succession planning and covering costs.

Based on the 5-year Capital Plan for NDDH, the Finance Committee suggested increasing the reserve fund balances, effective July 1, 2025.

M. Eames motioned to recommend the Reserve Fund Plan for approval from the Board. J. Murdock seconded the motion. E. Lippke, M. Eames, C. Lippke, and J. Murdock in favor. Motion carried (4-0-0)

Unfinished Business

- Vehicle Donation – Killingly
The Town of Killingly donated a 2008 Ford Explorer to our fleet of vehicles.

New Business

L. Sartori announced that come September 2025, Elaine Lippke will have served on the NDDH Board for 30 years. He thanked her for her time and dedication.

Next Meeting

Thursday, August 28th from 3:00-5:00 pm in NDDH Conference Room.

Adjournment

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

Adjournment: 3:55 p.m.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant