



Northeast District Department of Health

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

NDDH Board of Health Executive Committee Meeting Minutes

Date: Wednesday – January 7, 2025, at 3:00 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: Gail Dickinson, Personnel Chair
- Guests: Bill Archer, Hampton Representative

Call to Order

The meeting was called to order at 3:00 p.m.

Citizen Participation - none

Review of Minutes – November 6, 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

- Robert Kelleher, Brooklyn Board Representative, has resigned from his position. Austin Tanner, First Selectman, will fill in until a new representative is selected.
- Matt Lynch, Health Informatics Specialist, left the agency on December 27, 2024. Katie Broccoli, part time secretary/receptionist left the agency on January 3, 2025. Both left on good terms.

Updates

a. Finance Committee

- YTD Finance Update

The 2026 budget is being worked on. The next Finance meeting is scheduled for Thursday, February 23, 2025.

The year-to-date budget remains on target except for extra expense for our contracted workers who are working diligently to provide training to EHS staff.

D. Lipschitz will be taking the food certification through Southern Connecticut State University soon.

- Payment for EHS and BSN licenses.
The Finance Committee previously discussed the possibility of NDDH paying for licenses for EHS staff and our public health nurse. This will be brought before the Board for approval.
- Possible Sale of the Generator
L. Sartori will reach out to WBA to make sure the generator is up to compliance and up to code to determine whether it may be sold.

Unfinished Business

a. Lease Extension

NDDH received a lease amendment from the Town of Brooklyn today. Said amendment notes that NDDH will be responsible for 29% of the electric bill. The amendment extends our lease with the town until August 25, 2028, at 11:59 pm.

New Business

a. Extension of Strategic Plan to 2027

L. Sartori asked for a grace period on the strategic plan. L. Salisbury noted that there is nothing in the By-Laws that would not allow for an extension.

E. Lippke motioned to request that the Board allow an extension to the strategic plan to 2027.

After some discussion, E. Lippke amended the motion to request that the Board allow an extension of the strategic plan until June 30, 2027. A. Hinchman seconded the motion. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried (3-0-0)

L. Salisbury will present the extension request to the Board on behalf of the Executive Committee.

b. Six Month Performance Evaluation – Director of Health

As discussed at a previous meeting, the Executive Committee will do an informal evaluation of the new Director and report back any findings to the full Board.

E. Lippke motioned to go into executive session at 3:46 pm to do the Director's six-month performance evaluation. A. Hinchman seconded. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried (3-0-0)

E. Lippke motioned to come out of executive session at 4:29 pm. A. Hinchman seconded. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried (3-0-0)

c. Other

M. Nichols advised that the audit went out to bid for the next three years. Responses were due back on January 3, 2025. We received only one response and it was from our current auditor. There will be a slight increase in the fee next year, but it is not significant.

Adjournment

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

Next Meeting: February 4, 2025, at 3:00 pm.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,
Linda Buisson
Executive Assistant