



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 8/28/25

Start Time: L. Salisbury called the meeting to order at 3:03 p.m.

Committee Member Attendance

Christopher Lippke, Patti George, Mary Eames, John Murdock, Melissa Nichols (Finance Manager), Linda Buisson (Executive Assistant)

Absent Excused: Elaine Lippke, Luigi Sartori

Public Participation

None.

Meeting Minutes – May 29, 2025

Motion made by P. George to accept the minutes of May 29, 2025, as submitted. Seconded by J. Murdock. C. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (4-0-0)

Year End 2025 Financial Report – Prior Audit

M. Nichols reviewed year-end Financial Report (actual vs budget). The auditor will be at NDDH on September 9 and 10 to review financials.

a. Recommended Line-Item Transfers

Finance Committee will recommend the year-end line-item transfers to the Board in September as presented.

C. Lippke motioned to approve line-item transfers as detailed. P. George seconded the motion. C. Lippke, P. George, M. Eames, and J. Murdock all in favor. Motion carried. (4-0-0)

Unfinished Business

None.

General Information:

Approximately 80 vendors were in place at the Brooklyn Fair. The Woodstock Fair will have 140 vendors. Staff will be attending a hot wash and review procedures next week following the conclusion of both fairs.

New IT software (HS Gov Tech) is moving forward. We look forward to making efficiencies for the department. We hope to get more customers completing documents and making payments online.

We are still waiting for two district towns to pay their per capita.

New Business

A part-time Public Health Program Specialist, Douglas Lobl, has been hired. He will work up to 25 hours per week and report to the Public Health Nurse, J. Vose. He will assist with community public health matters, create website/social media materials, and assist with opioid education.

P. George advised that Nautilus Botanicals will be opening a cannabis manufacturing facility in Killingly. At a recent meeting, members from the company noted that they wanted to give back to the community. NDDH may find some opportunities working with them – perhaps a substance abuse education program or something. P. George will provide us with contact information.

C. Lippke left the meeting at 3:38 pm.

Next Meeting

Thursday, October 30 at 3:00 pm in NDDH Conference Room.

Adjournment

Motion to adjourn by M. Eames. P. George and J. Murdock seconded the motion. P. George, M. Eames, and J. Murdock in favor. Motion carried (3-0-0).

Adjournment: 3:47 p.m.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant