



# 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**

**Date: September 11, 2025 – 3:00 pm**

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

Meeting called to order 3:02 pm by Lana Salisbury.

## Attendance

*Present:* Sophie Charron, Brooklyn; Paul Torcellini, Eastford; William Archer, Hampton; David A. Griffiths, Killingly; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Danielle Robbins, Thompson; Mary Eames, Thompson (alternate); John Murdock, Union; Gail Dickinson, Woodstock; Robert Andrews, Woodstock (By-Laws Chair)

Absent Excused: Elaine Lippke; Patti George; Rob Kerr; Carla Jordan; Luigi Sartori

Absent: Christopher Lippke; Don Gladding

*NDDH Staff:* Amanda Gonzalez, Acting Director of Health; Melissa Nichols, Finance Manager; Linda Buisson, Executive Assistant

Citizen Participation – none

## Approval of Minutes – June 12, 2025

D.A. Griffiths motioned to accept the minutes as presented. P. Torcellini seconded the motion. S. Charron, P. Torcellini, W. Archer, D.A. Griffiths, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

## Announcements

Doug Lobl has been hired as part-time Public Health Program Specialist. His start date was September 9, 2025. He will work under J. Vose on the opioid education program as well as assisting with our website and social media presence.

## Communications

- David A. Griffiths, Killingly representative, has been reappointed until June 30, 2028.
- Don Gladding and Rob Kerr, Plainfield representatives, have been reappointed through July 2028.
- John Murdock and David Eaton, Union representatives, have been reappointed through August 2027.
- Sophie Charron has been reappointed as Brooklyn representative until October 2028.

## Reports

### a. Executive Committee

L. Salisbury reported that regularly scheduled meetings for July, August, and September were cancelled.

### b. By-Laws Committee

Tabled vote after discussion suggested additional revisions.

W. Archer motioned to table the vote for changes to the By-Laws until the November meeting. D.A. Griffiths seconded. S. Charron, P. Torcellini, W. Archer, D.A. Griffiths, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

### c. Nominating Committee

A.Lamondy motioned to accept the Nominating Committee report as presented. P. Torcellini seconded the motion. S. Charron, P. Torcellini, W. Archer, D.A. Griffiths, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

L. Salisbury will remain as Board Chair and P. George will be Vice-Chair following vote.

### d. Finance Committee

- FY25 Profit & Loss Report was reviewed.

- Year End / Line-Item Transfers\*

W. Archer motioned to accept the line-item transfers as presented. P. Torcellini seconded the motion. S. Charron, P. Torcellini, W. Archer, D.A. Griffiths, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

- Brooklyn & Woodstock Fairs Update

There were 72 vendors (increase of 4) at this year's Brooklyn Fair with 4 Veteran-free booths. The Woodstock Fair had 140 vendors (increase of 8 vendors from last year) with 10 veteran-free booths in place.

NDDH implemented consultations prior to the Fairs which made inspections more efficient. The Brooklyn Fair was fully staffed by NDDH inspectors; Woodstock Fair included two additional contracted inspectors, one who was a former employee of NDDH.

### e. Personnel Committee

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

D.A. Griffiths requested that a discussion regarding the Director of Health's contract renewal be added to the Personnel agenda. The ByLaws may need to be updated to include any revisions deemed necessary.

f. Director of Health Report

- NDDH implemented procedures for inspecting food establishments. We have streamlined the permitting process. Additionally, we have updated the B100a application to be separated as either simple or complex.
- HS Gov Tech – NDDH continues to work at integrating this program to help with efficiencies. We anticipate the program may be completed by year-end. This should improve the application process, as well as improved inspection forms.
- D.A. Griffiths asked whether L. Sartori would be meeting new town leaders as they are voted in. L. Buisson stated that he will. L. Sartori reached out and met the new Killingly Town Manager before leaving on vacation.
- It was asked whether NDDH would hold an orientation for all newly elected town leaders. M. Nichols said that an orientation used to be held every two years before COVID.

New Business

L. Salisbury reminded the Board that the committee member SLATE would be voted on in November. Any representatives should contact L. Buisson to inform them of their continuation or change requests to another committee. Please let her know by Friday, October 24<sup>th</sup>.

Unfinished Business - none

Adjournment

D.A. Griffiths motioned to adjourn.

Meeting adjourned at 3:55 p.m.

The next Board meeting will be held on Thursday, November 13, 2025.

Respectfully submitted,  
*Linda Buisson*  
NDDH Executive Assistant