



Northeast District Department of Health

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EXECUTIVE COMMITTEE MINUTES

Date: Tuesday – October 7, 2025 **Time:** 3:00 pm Eastern
Location: NDDH Conference Room, 69 South Main Street, Brooklyn, CT

Attendees: Lana Salisbury, Board Chair; Elaine Lippke, Finance Chair; Ann Hinchman, Interim Personnel Chair; Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager); Linda Violette Buisson (Executive Assistant)

Absent: Patti George, Vice Chair

Guests: Mary Eames

Call to Order

The meeting was called to order at 3:03 pm.

Citizen Participation

None.

Review of Minutes – January 7, 2025

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

Updates

None.

Unfinished Business

a. NDDH Strategic Plan

L. Sartori was granted a grace period through June of 2027 to present a strategic plan to the Board. The Board has requested an earlier response. L. Sartori has a cursory draft prepared that he will bring to his leadership team for review. He hopes to submit his draft to the Board at the November 13th meeting. Part of his plan will be to reflect on what the towns want and need.

b. Other

The Bylaws Committee has been working on revisions, particularly regarding when officers of the executive committee take office versus when officers of general committees take office.

L. Sartori pointed out that committee business may be handled at the committee level. If someone resigns mid-term, there may be an ad hoc vote to get someone else seated.

L. Salisbury suggested that the executive committee Chair and Vice Chair be voted into office in September, but not take their seats until November when general committee memberships votes take place. The statutes need to be reviewed by the ByLaws Committee to see if this is acceptable.

New Business

a. Director of Health Evaluation, Process, and Timeline

There was a brief reminder that on this year's evaluation, question number one, pertaining to the strategic plan will be noted "not applicable" as the Board wanted to give the director an opportunity to settle in before being given the task of providing a strategic plan.

b. Reaching Out to Newly Elected Town Officials

Executive Committee members discussed the upcoming town elections may be bringing in several new town leaders. In the past, NDDH invited town leaders in for an orientation.

L. Sartori noted that he finds one-on-one meetings with town leaders effective, and it allows town leaders an opportunity to ask questions about their particular towns, as well as provide him with their public health concerns.

c. Other

A draft of suggested dates for the 2026 Executive Committee meeting schedule was reviewed.

E. Lippke motioned to approve the five calendar meetings that occur before each Board meeting. A. Hinchman seconded the motion. E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (3-0-0)

The next scheduled meeting is November 4, the day of local town elections. E. Lippke noted that she will be working the polls and unavailable to attend the meeting. After brief discussion, the committee opted to cancel the November 4 meeting and reschedule the meeting to Thursday, November 6 at 3 pm.

The December 2, 2025 Executive Committee was cancelled. The Committee will reconvene on January 6, 2026.

Adjournment

A.Hinchman motioned to adjourn.

Meeting concluded at 4:04 pm.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant