



## Northeast District Department of Health

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### SPECIAL BYLAWS COMMITTEE MEETING MINUTES **DRAFT**

**Date:** December 8, 2025 **Time:** 3:00 PM Eastern

**Attendees:** Robert Andrews (Chair), Robert Kerr, Carla Jordan, Anne Lamondy

**Absent:** Paul Torcellini

**Guests:** Lana Salisbury (Board Chair), Linda Buisson

Meeting began promptly at 3:02 pm.

#### Citizen Participation

None.

#### Review of July 31, 2025 Minutes

R. Kerr motioned to accept the minutes of July 31, 2025 as presented.

A. Lamondy seconded the motion. R. Andrews, R. Kerr, A. Lamondy, and C. Jordan all in favor. Motion carried 4-0-0.

#### Review of Proposed Changes to ByLaws

### **Article V-Committees**

#### **Section 1. – Executive Committee**

A. Membership. Request to change the first paragraph to read:

*The Executive Committee shall be elected at the September Board of Health meeting and shall consist of the Chairperson, Vice-Chairperson, Chair of the Finance Committee, Chair of the Personnel Committee, **Chair of the***

***ByLaws Committee**, and the Director of Health who shall serve as the Treasurer and Secretary*

Request for an additional change further in the same paragraph:

*The Executive Committee may act on routine matters within limits of the Department's ByLaws, **and may temporarily assume the duties of other committees unable to perform their usual tasks**, but may not change other committee structures, personnel policies . . .*

The committee discussed the above suggested revision. R. Kerr motioned to accept the changes. A. Lamondy seconded the motion. R. Andrews, R. Kerr, A. Lamondy, and C. Jordan in favor. Motion carried (4-0-0)

#### B. Duties of Executive Committee Members

The following amendments were approved on July 31, 2025 to bring to the Board for approval:

1. Chairperson. At July meeting, request to add the sentence **“The term of the Board Chair shall begin immediately after the September Board meeting at which he/she is elected,”** just before the final sentence regarding the term limit.
2. Vice-Chairperson. At the July meeting, request to add the **sentence “The term of the Board Vice-Chair shall begin immediately after the September Board meeting at which he/she is elected,”** just before the final sentence regarding the term limit.

The following amendments were discussed at the December 8 meeting:

3. Finance Committee Chair. **The Finance Committee will select a Chair whose term as Acting Committee Chair and as a member of the Executive Committee will begin immediately after the committee meeting at which he/she is elected and whose term as a committee Chair will begin immediately after the Board meeting at which the Acting Chair is approved by the full Board.** The Finance Committee Chairperson term limit is five years.

C. Jordan motioned to accept the above suggested revision. R. Kerr seconded the motion. R. Andrews, C. Jordan, A. Lamondy, and R. Kerr voted in favor. Motion carried (4-0-0)

4. Personnel Committee Chair. *The Personnel Committee will select a Chair whose term as Acting Committee Chair and as a member of the Executive Committee will begin immediately after the committee meeting at which he/she is elected and whose term as a committee Chair will begin immediately after the Board meeting at which the Acting Chair is approved by the full Board.* *The Personnel Committee Chairperson term limit is five years.*

R. Kerr motioned to accept the above suggested revision. C. Jordan seconded the motion. R. Andrews, C. Jordan, A. Lamondy, and R. Kerr voted in favor. Motion carried (4-0-0)

5. ByLaws Committee Chair. *The ByLaws Committee will select a Chair whose term as Acting Committee Chair and as a member of the Executive Committee will begin immediately after the committee meeting at which he/she is elected and whose term as a committee Chair will begin immediately after the Board meeting at which the Acting Chair is approved by the full Board.* *The ByLaws Committee Chairperson term limit is five years.*

C. Jordan motioned to accept the above suggested revision. A. Lamondy seconded the motion. R. Andrews, C. Jordan, A. Lamondy, and R. Kerr voted in favor. Motion carried (4-0-0)

## **Section 2.**

- B. Personnel Committee. Sentence 3:

*The Personnel Committee shall meet ~~annually~~ at least every three years to conduct a Wage and Benefit analysis for ~~consideration in the upcoming budget planning process~~ future budgeting purposes.*

C. Jordan motioned to accept this suggested revision. R. Kerr seconded the motion. R. Andrews, C. Jordan, A. Lamondy, and R. Kerr voted in favor. Motion carried (4-0-0)

## Article VII – Miscellaneous

**Section 5.** The following amendment was approved on July 31, 2025 to bring to the Board for approval:

**Voting Via Virtual Attendance. Representatives are allowed to vote via virtual attendance if they are unable to attend the meeting in person. Voting will be done using roll call to maintain the integrity of the votes.**

### Vote to Bring Amended ByLaws Before the Board

A. Lamondy motioned to bring all suggested amendment changes to the January Board meeting for consideration and a vote of approval. R. Kerr seconded the motion. R. Andrews, C. Jordan, A. Lamondy, and R. Kerr in favor. Motion carried. (4-0-0).

### Adjournment

A. Lamondy motioned to adjourn. R. Kerr seconded the motion. R. Andrews, C. Jordan, A. Lamondy, and R. Kerr in favor. Motion carried (4-0-0)

Meeting adjourned at 3:26 pm.

Respectfully submitted,  
*Linda Violette Buisson*  
Executive Assistant  
NDDH