



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## ByLaws Committee Meeting Minutes

**Date:** July 31, 2025 **Time:** 2:00 PM Eastern

**Location:** ZOOM Meeting Only

**Attendees:** Robert Andrews (Chair), Robert Kerr, Carla Jordan, Anne Lamondy, Paul Torcellini (late arrival at 2:15 pm)

### Commencement

Meeting began promptly at 2:07 pm.

### Review of Current ByLaws with Amendment Considerations

#### **Article V-Committees**

##### Section 1. – Executive Committee

A. Membership. Request to change the first sentence that currently reads:

*“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, and the Director of Health who shall serve as the Treasurer and Secretary”*

To

*“~~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, and the Director of Health who shall serve as the Treasurer and Secretary”~~”*

The committee discussed the above suggested revision. In the end, R. Andrews motioned to leave the sentence as is with no change. R. Andrews, C. Jordan, A. Lamondy and R. Kerr voted in favor. Motion carried (4-0-0)

#### B. Duties of Executive Committee Members

1. Chairperson. 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.

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

2. Vice-Chairperson. 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.

R. Andrews motioned to accept the above suggested change. 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. Add:

*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.*

R. Andrews thought the governor had agreed to allow virtual votes during COVID. Committee members were agreeable to this addition. While in-person attendance at meetings is preferable, representatives that attend meetings virtually should have their voices heard. R. Andrews motioned to add the Voting Via Virtual Attendance to the current ByLaws. R. Kerr seconded. R. Andrews, C. Jordan, A. Lamondy and R. Kerr voted in favor. Motion carried (4-0-0)

Vote to Bring Amended ByLaws Before the Board

R. Kerr motioned to bring the above discussed changes to the Board for consideration and vote. A. Lamondy seconded the motion. R. Andrews, C. Jordan, A. Lamondy and P. Torcellini in favor. Motion carried. 4-0-0.

Adjournment

R. Kerr motioned to adjourn.

Meeting adjourned at 2:15 pm.

P. Torcellini arrived just as the meeting adjourned. He was advised of the voting.

Respectfully submitted,  
*Linda Violette Buisson*  
Executive Assistant  
NDDH