



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234

860-774-7350 / Fax 860-774-1308 www.nddh.org

Personnel Committee Meeting Minutes

Date: Wednesday, October 29, 2025, Time: 2:30 PM Eastern NDDH Conference Room

A.Hinchman called the meeting to order at 2:35 p.m.

Attendees: Ann Hinchman (Interim Chair), William Archer, Don Gladding, Luigi Sartori (Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Excused: Lana Salisbury

Absent: David A. Griffiths, Gail Dickinson

Citizen Participation

None

Review of September 17, 2025, Meeting Minutes

B. Archer motioned to accept the minutes as presented. D. Gladding seconded the motion.

A. Hinchman, B. Archer, and D. Gladding in favor. Motion carried. (3-0-0).

W. Archer requested one correction to the minutes. He is listed as William Archer Junior, and he is William Archer Senior.

Old Business

a. Other – None

New Business

a. Wage Analysis

The wage analysis was reviewed by the committee. L. Sartori recommended the wage and benefits annual analysis requirement to be changed to at least every three years and discussed his reasoning. The language change would require the Bylaw's committee to review and bring to the Board for vote.

Article V, Section B., Personnel Committee, sentence three, currently reads as follows:

The Personnel Committee shall meet *annually to conduct a Wage and Benefit analysis for consideration in the upcoming budget planning process.*

After review and discussion, the committee recommended that the sentence be changed to read:

The Personnel Committee shall meet *at least every three years to conduct a Wage and Benefit analysis for future budgeting purposes.*

D. Gladding motioned to recommend the above written change to the Bylaws Committee.
W. Archer seconded the motion. A. Hinchman, D. Gladding, and W. Archer are all in favor.
Motion carried (3-0-0)

L. Buisson will send the suggested recommendation to the Bylaws Committee for consideration.

b. Other

No recommended changes to the Employee Manual.

L. Sartori spoke briefly about the possibility of NDDH having a 4-day or 35-hour a week work schedule. The theory to do so is to incentivize and retain staff. He noted that salary is not the first thing to make an employee stay but rather, whether the employee feels fulfilled. No changes will be made in the immediate future as it will affect those employees under the Union contract. Discussion regarding the new contract may not begin until April of 2026.

L. Sartori is considering the concept of offering PTO to part-time staff (any employees working less than 30 hours a week). He is exploring information at the present time.

Unfinished Business

None

Next Meeting – Wednesday, December 10, 2025, at 2:30 p.m.

Adjournment

W. Archer motioned to adjourn. D. Gladding seconded the motion.

Meeting adjourned at 3:46 p.m.

Respectfully submitted,
Linda Violette Buisson