



# 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 **DRAFT****

**Date: January 8, 2026 – 3:00 pm**

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

Meeting called to order 3:06 pm by L. Salisbury

## Attendance

Sophie Charron, Brooklyn; Chris Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; William Archer, Hampton; David A. Griffiths, Killingly; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Danielle Robbins, Thompson; John Murdock, Union; Gail Dickinson, Woodstock; Bob Andrews, Woodstock Alternate/ByLaws Chair

Absent Excused: Patti George

NDDH Staff: Luigi Sartori, Director of Health; Melissa Nichols, Finance Manager; Linda Buisson, Executive Assistant

Guests: Joseph Bellavance, Brooklyn Alternate; Carla Jordan, Sterling Alternate; Mary Eames, Thompson Alternate

## Citizen Participation

None

## Approval of Minutes – November 13, 2025

R. Kerr motioned to accept the minutes as presented. W. Archer seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

## Communications

L. Salisbury announced Don Gladding's resignation from the Board. He has moved out of the district.

## Reports

### a. Executive Committee

L. Salisbury reported that the Executive Committee met on Tuesday, January 6, 2026.

### b. ByLaws Committee

R. Andrews presented proposed revisions of the ByLaws.

E. Lippke motioned to accept all revisions to the ByLaws as presented. R. Kerr seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

c. Finance Committee

- YTD Financial Report

The report presented represents the first four months of fiscal year 2026. We are at 33% of the budget. Actual to budget breakdown shows income at 57% and expenses at 30%.

- FY26 Fee Schedule Revision (effective 1/08/26).

Vote was tabled until later in the meeting to include Salon Plan Review fee after review of Salon Ordinance.

- 2026 Fair Permit Fee

E. Lippke motioned to approve the increased 2026 Fair Permit Fee from \$190 to \$200. R. Kerr seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

- Estimated FY27 Town Per Capita

E. Lippke motioned to approve the estimated FY27 town per capita rate increase of \$0.40 for a total cost of \$10.70 per person. This would be a 3.8% increase over last year. A. Hinchman seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

D.A. Griffiths asked if NDDH would be hiring more staff. There is currently an opening for a part-time (19-hour) Compliance Investigator. The budget does include succession planning. When asked where environmentalists were in the pipeline for certifications, L. Sartori explained that there is a backlog in the state to get staff fully credentialed.

L. Sartori followed up on a previous conversation regarding whether EHS staff could be hired across state lines. This has been a topic of discussion at CAHD (Connecticut Association of Directors of Health). Currently, this has not been approved by the DPH.

d. Personnel Committee

A. Hinchman provided a summary of the Director of Health evaluation. Overall, evaluation results and comments were mostly positive. L. Sartori will address any submitted concerns.

L. Salisbury suggested a merit /market adjustment to the Director's current salary following his 18 months of service.

D.A. Griffiths motioned to recommend a merit/market adjustment increase to the Director's salary. R. Kerr seconded the motion. Discussion: pertained to how much of an increase should be considered.

D.A. Griffith motioned to amend his motion to recommend a 6% merit/market adjustment increase to the Director's salary. R. Kerr seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

The Finance Committee will review the recommendation at their next meeting.

The Board suggests the current evaluation form needs to be updated to include measurable goals and objectives. The evaluation should report out on how the goals were met – whether the goal was met, exceeded, partially met, or not met at all.

The Personnel Committee and the Director will discuss goals at the February meeting. Board members were asked to send suggestions to A. Hinchman / L. Buisson prior the next Personnel Committee meeting. Board members were encouraged to reach out to other districts to discuss how their director are evaluated. Goals should be established, set, and shared with the Board as soon as possible.

e. Director of Health Report

L. Sartori explained that the revisions to the Salon Ordinance put it in line with best practices. He noted that cosmetology is always changing and that asking the Board to vote on the ordinance blindly is difficult. If interested, he is happy to form an ad hoc committee to answer any questions regarding the ordinance. There were a few questions regarding water testing and temperatures being consistent with the standard Connecticut statutes. It was asked if an environmentalist might be able to do a presentation to the Board and explain what it is they do.

W. Archer motioned to accept the salon ordinances as submitted, with the qualification that the Board authorizes the Director to address the language modifications suggested. P. Torcellini seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

Following acceptance of the salon ordinance, P. Torcellini motioned to accept the new fee for salon plan reviews to begin immediately. R. Kerr seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

New Business

None.

Unfinished Business

None.

Adjournment

G. Dickinson motioned to adjourn. D.A. Griffiths seconded the motion. S. Charron, C. Lippke, E. Lippke, P. Torcellini, W. Archer, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (13-0-0)

Meeting adjourned at 4:51 p.m.

The next Board meeting will be held on Thursday, April 9, 2026.

Respectfully submitted,  
*Linda Violette Buisson*  
NDDH Executive Assistant

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