



Northeast District Department of Health

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

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

NDDH Board of Directors Meeting

Date: November 13, 2025 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

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

Attendance

Elaine Lippke, Danielson; Paul Torcellini, Eastford; 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

Absent Excused: Sophie Charron

Absent: Chris Lippke, Canterbury; William Archer, Hampton; Patti George, Killingly; Bob Andrews, Woodstock alternate/ByLaws Chair

Guest: Jason Cote, Hoyt, Filippetti & Malaghan, LLC; Mary Eames, Thompson alternate;

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

Note: Don Gladding, Plainfield in attendance but his Zoom connection was lost due to internet issues.

Citizen Participation – none

Auditor Report

a. Additional Transfers

J. Cote, Audit Director from Hoyt, Filippetti & Malaghan, informed the Board that NDDH has a clean audit report with no comments. He suggested three transfers and the reasons for the same.

E. Lippke motioned to accept the transfers as presented. R. Kerr seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (10-0-0)

b. FY25 DRAFT Auditor Report Approval

D.A. Griffiths motioned to approve the auditor report as presented. R. Kerr seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (10-0-0)

Approval of Minutes – September 11, 2025

P. Torcellini motioned to accept the minutes as presented. A. Hinchman seconded the motion. P. Torcellini, D.A. Griffiths, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. E. Lippke and R. Kerr abstained. Motion carried (8-0-2)

Communications - none

Reports

a. Executive Committee

L. Salisbury recapped both the October and November meetings by discussing the three main topics covered. These included:

- Compilation of the Committee SLATE and a vote to bring the SLATE to the full Board for approval.
- Strategic Plan
The Board granted L. Sartori a grace period of 2 years to put together a strategic plan for the agency. He is currently working on the document and advised that it will be completed ahead of schedule.
- ByLaws
Some suggested changes to the ByLaws have been sent to the ByLaws Committee for review. Once the ByLaws Committee considers any revisions, the proposed changes need to be sent to the Board thirty days prior to a vote for approval. In November, the Executive Committee noted that B. Andrews is the only standing committee Chair that is not a member of the Executive Committee. He was asked, and accepted, the opportunity to join the Executive Committee. In September, the Board agreed to review proposed ByLaw changes for a vote. All changes are currently not in place, thus:

J. Murdock motioned to table voting on the ByLaws until the January 8 Board meeting. D.A. Griffiths seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (10-0-0)

b. By-Laws Committee

L. Salisbury advised that the ByLaws Committee will be reviewing the current set of ByLaws soon. They are scheduled to meet on Monday, December 8 at 3:00 pm.

c. Finance Committee

- YTD Financial Report
Report represents the first three months of fiscal year 2026. Actual to budget breakdown shows income at 23% and expenses also at 23%.

d. Personnel Committee

A. Hinchman advised that the Director of Health evaluation form was emailed to Board members on 11/06. Anyone requiring a hard copy were advised to let L. Buisson know. Evaluations are to be completed with town leaders and are due back to NDDH on November 26. L. Buisson will then

tally the responses and send them to A. Hinchman, who will prepare a summary and possible salary increase recommendations, at the January Board meeting.

e. Director of Health Report

L. Sartori reported on the following:

- He continues to work on his relationship with staff and town leaders;
- There were no West Nile nor Triple E cases in our district;
- NDDH lapel pins were distributed to all Board members as they were thanked for their service;
- He will visit with newly elected town leaders once they have been seated;
- Opioid Education project is up and running. J. Vose and D. Lobl will be meeting with towns soon. L. Sartori is working on drafting MOUs for the towns;
- He has joined an ad hoc committee of local health directors who meet to discuss obligations to town departments/districts and our responsibilities and challenges. The committee meets quarterly. Committee searches for creative ways for funding. Both Uncas and Ledge Light Health Districts are part of the group;
- We are keeping an eye out for any measles cases;
- EHS is ahead of schedule on moving new staff through the training process. Food protection is not hiring any new staff. There are only three people in the state currently testing food inspectors for certification;
- We expect an increase in lead expenses. Pediatricians are doing better testing and we are following up;
- We have updated the salon ordinance. There is an anticipated cost for site assessments when cosmetologists move from one salon to another. Once determined, cost will be brought before the Board for approval. Currently, ordinances do not need Board approval; they may be done with the Director's discretion if it is congruent with the state code. M. Nichols advised that at one time there was an ad hoc committee that did ordinance reviews;
- When asked if NDDH had a lobbyist, L. Sartori stated that we have never had one. The CADH has a lobbyist;
- When asked if Cargill Mills was now lead safe, L. Sartori noted that it is not a lead-free building. The property management is required to have an approved lead management plan;
- PFAS are an ongoing issue and is in the testing stage. DEEP has some funding for homeowners with contaminated levels. PFAS may show up in high levels in bloodwork. Products such as detergent pods, Teflon pans, flame retardants are PFAS contaminates.

New Business

L. Sartori advised that the NDDH office will be closed on Christmas Day and the day after, December 25 and 26. The office will also be closed on both New Year's Day and the following day, January 1 and 2.

a. Committee SLATE for 2025-2026

E. Lippke motioned to accept the 2025-2026 Committee SLATE as presented. P. Torcellini seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (10-0-0)

b. 2026 All Meeting Calendar

Calendar includes meetings for Executive, Board, Personnel, and Finance throughout fiscal year 2026.

Unfinished Business – none

Adjournment

D.A. Griffiths motioned to adjourn. R. Kerr seconded the motion.

Meeting adjourned at 4:40 p.m.

The next Board meeting will be held on Thursday, January 8, 2026.

Respectfully submitted,
Linda Buisson
NDDH Executive Assistant