



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

EXECUTIVE COMMITTEE MINUTES **DRAFT**

Date: Tuesday – January 6, 2026 **Time:** 3:00 pm Eastern
Location: NDDH Conference Room, 69 South Main Street, Brooklyn, CT

Attendees: Lana Salisbury, Board Chair; Elaine Lippke, Finance Chair;
Ann Hinchman, Interim Personnel Chair; Robert Andrews, ByLaws Chair;
Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager);
Linda Violette Buisson (Executive Assistant)

Absent Excused: Patti George, Vice Chair

Call to Order

L. Salisbury called the meeting to order at 3:02 pm.

Citizen Participation

None.

Review of Minutes – November 6, 2025

E. Lippke motioned to accept the minutes as presented. A. Hinchman seconded the motion.
E. Lippke, L. Salisbury, A. Hinchman and R. Andrews in favor. Motion carried. (4-0-0)

Communications

L. Salisbury report receipt of D. Gladding's letter of resignation, effective immediately due to "moving out of the district".

Committees

- a. ByLaws Committee
R. Andrews stated that the proposed ByLaws revisions would be reviewed and voted on at the upcoming Board meeting.
- b. Finance Committee
E. Lippki noted that quarterly financials are on track. NDDH anticipates an estimated increase of \$0.40 to the town per capita for a total of \$10.70. Additionally, there have been some increases to the fee schedule. The fee schedule rates will be reviewed for vote at the January 8th Board meeting.
- c. Personnel Committee
 - Director of Health Evaluation

A.Hinchman reported 11 out of 15 evaluations were returned. These were completed by Board members in collaboration with town leaders. The Personnel Committee shared the positive results of the evaluation with L. Sartori at the December 10, 2025 meeting.

During L. Sartori's first 1.5 years as director, his focus was to assess the organization before making any changes.

There was discussion regarding goals the Director should reach over the next year. L. Sartori will meet with the A. Hinchman and map out measurable expectations based off of the Director job description.

L. Salisbury recommended an increase to the Director's salary.

A.Hinchman motioned that the Personnel Committee will recommend to the Board, based on the evaluation, a percentage raise, after going to the Finance Committee.

Unfinished Business

- a. NDDH Strategic Plan
L. Sartori continues to work on the plan.
- b. Other - none

New Business

None.

Adjournment

E. Lippke motioned to adjourn. A. Hinchman seconded.

Meeting adjourned at 4:25 pm.

Next meeting: Thursday, April 9, 2026 at 3:00 pm.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant