



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

Date: Thursday – November 6, 2025 **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, Acting Personnel Chair; Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager); Linda Violette Buisson (Executive Assistant)

Absent: Patti George, Vice Chair

Guest: Bob Andrews, ByLaws Chair

Call to Order

The meeting was called to order at 3:03 pm.

Citizen Participation

None.

Review of Minutes – October 7, 2025

E. Lippke motioned to accept the minutes as presented. A. Hinchman seconded the motion. E. Lippke, L. Salisbury, and A. Hinchman in favor. Motion carried. (3-0-0)

Communications

None.

Updates

L. Sartori advised that Friday, November 7 was National Environmental Health Day, a way to appreciate a discipline often gone unnoticed.

NDDH's PHEP Coordinator and alumnus of Putnam High, Steve Faucher, has recently had a plaque honoring him on their "Hall of Honor".

Unfinished Business

a. NDDH Strategic Plan

L. Sartori has prepared a strategic plan draft and continues to work on details. He stated that some parts of the old plan will continue through to the end, other parts may be discontinued.

b. ByLaws

There was discussion regarding the statutes and how many individuals could be allowed on the executive committee. When L. Salisbury spoke with an individual at DPH, she was informed that there is no mandatory number of individuals that may be on the committee. That said, committee members thought it would make sense to add the ByLaws Chair to the Executive Committee.

E. Lippke motioned to recommend to the Board adding The ByLaws Chair to the Executive Committee. A. Hinchman seconded the motion. E. Lippke, A. Hinchman, and L. Salisbury in favor. Motion carried (3-0-0).

The ByLaws will need to be revised to include the ByLaws Chair as a member of the Executive Committee. B. Andrews will discuss this when he meets with the ByLaws Committee in December. They have several items they must review. B. Andrews would like to bring all changes to the Board at one time.

Further discussion involved Article V, Section 2, B of the ByLaws, specifically regarding when newly appointed Chairs begin their term of office. The wording is very open to interpretation by individuals. L. Salisbury suggested that whoever is elected by their committee will be Acting Chair, with full voting privileges and attendance at the Executive Committee until the next Board meeting where the full Board will ratify them.

L. Salisbury suggested that Article V, Section 2, A, B, and C add the following sentence: *“The Finance/Personnel/ByLaws Committee will select a Chair whose term as Acting Committee Chair and as a member of the Executive Committee, will begin immediately after the committee meeting at which he/she is elected and whose term as Committee Chair will begin immediately after the Board meeting at which said Acting Chair is approved by the full Board.”*

B. Andrews will add this suggestion for discussion at the December ByLaws meeting.

Also suggested for the ByLaws: if a Chair resigns a committee mid-term, the committee will vote for a new Chair. The new Chair will assume the Acting Chair position until such time they are voted in as Chair at the next Board meeting.

c. Other

A. Hinchman asked how town leaders know when Board representative terms are ending. L. Buisson said that 30-60 days prior to when a representative's term ends, she sends a letter and a follow up email advising the town leader that a term is ending. A. Hinchman asked that representatives also receive notification.

L. Sartori said that when meeting with town leaders, he can let them know who is doing what on the Board and in what capacity (regarding representatives/alternates).

New Business

a. 2025-2026 Committee SLATE

E. Lippke motioned to recommend the 2025-2026 Committee SLATE to the Board. A. Hinchman seconded the motion. E. Lippke, A. Hinchman, and L. Salisbury in favor. Motion carried (3-0-0)

b. Other

The December 2, 2025 Executive Committee was cancelled. The Committee will reconvene on January 6, 2026.

Adjournment

A. Hinchman motioned to adjourn. E. Lippke seconded the motion. E. Lippke, A. Hinchman, and L. Salisbury in favor. Motion carried (3-0-0)

Meeting concluded at 4:04 pm.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant