



# Northeast District Department of Health

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## Finance Committee Meeting Minutes 12/11/25

Start Time: E. Lippke called the meeting to order at 3:09 p.m.

### Committee Member Attendance

Attendees: Elaine Lippke (Chair), Chris Lippke, Patti George, Mary Eames, John Murdock, Luigi Sartori (Director of Health), Melissa Nichols (Finance Manager), Linda Buisson (Executive Assistant)

### Public Participation

None.

### Meeting Minutes – October 30, 2025

J. Murdock motioned to accept the minutes of October 30, 2025, as submitted. Seconded by P. George. E. Lippke, C. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (5-0-0)

### Year-to-Date FY 2026 Financial Report – October 2025

Report represents the first four months (33%) of fiscal year 2026. Actual to budget breakdown shows total income (including permits, grants and contracts) at 57% and expenses at 30%.

### FY 2027 Draft

- New Fee to FY26 Fee Schedule (Other Plan Review Fee)\*  
NDDH has been performing work required for new establishments to open but not charging for review. NDDH requests a new permit fee to be added to the FY 2026 fee schedule under the registration section called “Plan Review Fee-Other”.
- Upcoming Fair 2026 Fee / Re-Inspection Fee\*  
Finance Committee will propose to the Board in January 2026 to increase the 2026 fair permit fee to \$200. The re-inspection fee will be \$150.

P. George motioned to recommend the new fee schedule, including the addition of salon reviews, to the Board for approval. J. Murdock seconded the motion. E. Lippke, C. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (5-0-0)

- Recommend Town Per Capita Rate-January 2026 Board Meeting\*  
At the January 2026 Board meeting, the Finance Committee will recommend to increase the FY27 town per capita by \$0.40 per person, totaling \$10.70 per person.

P. George motioned to recommend the town per capita rate to the Board. J. Murdock seconded the motion. E. Lippke, C. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (5-0-0)

Unfinished Business

None.

New Business

E. Lippke asked when Union negotiations will begin. Union contract states negotiations may start after the end of February. L. Sartori believes negotiations will start in April 2026.

C. Lippke left the meeting at 4:04 p.m.

Next Meeting

Thursday, January 22, 2026, at 3:00 pm in NDDH Conference Room.

Adjournment

Motion to adjourn by J. Murdock. P. George seconded the motion. E. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried (4-0-0).

Adjournment: 4:10 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Executive Assistant