



# Northeast District Department of Health

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

860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## Personnel Committee Meeting Minutes

Date: Wednesday, December 10, 2025      Time: 2:30 PM Eastern      NDDH Conference Room

A. Hinchman called the meeting to order at 2:53 p.m.

Attendees:      Ann Hinchman (Interim Chair), William Archer, Sophie Charron, Luigi Sartori (Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Absent:          David A. Griffiths, Gail Dickinson

### Citizen Participation

None

### Review of October 29, 2025, Meeting Minutes

W. Archer motioned to accept the minutes as presented. S. Charron seconded the motion. A. Hinchman, W. Archer, and S. Charron in favor. Motion carried. (3-0-0).

### New Business

#### a. DoH Evaluation Review & Recommendation

Results of the Director of Health evaluation were reviewed. Evaluation was completed by town representatives and whenever possible, in collaboration with town leaders. Results were positive and comments with suggestions will be taken under advisement.

The Personnel Committee agreed to recommend a merit increase for work completed over the last eighteen months. The Finance Committee will be advised of the merit increase recommendation. The Personnel Chair will make the recommendation to the Board and provide a summary of the evaluation results at the January 8, 2026 meeting.

Next Meeting – Wednesday, February 11, 2026 at 2:30 p.m.

### Adjournment

S. Charron motioned to adjourn. W. Archer seconded the motion.

Meeting adjourned at 3:42 p.m.

Respectfully submitted,  
*Linda Violette Buisson*