



Northeast District Department of Health

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Finance Committee Meeting Minutes 1/22/26

Start Time: E. Lippke called the meeting to order at 3:01 pm.

Committee Member Attendance

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

Absent: Chris Lippke

Public Participation

None.

Meeting Minutes – December 11, 2025

P. George motioned to accept the minutes of December 11, 2025, as submitted. Seconded by M. Eames. E. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (4-0-0)

Year-to-Date FY 2026 Financial Report – December YTD

Report represents six months (50%) of fiscal year 2026. Actual to budget breakdown shows total overall income at 95% (includes: permitting at 66% and other funding at 29%). Actual to budget shows total expenditures 48%.

FY 2027 Draft

The proposed budget was reviewed along with justifications for any increases or decreases. Budget discussed retainment and succession planning for the upcoming fiscal year. NDDH expects to continue the Registered Sanitarian consulting assistance for the next fiscal year.

- FY27 Fee Schedule*

P. George motioned to accept the FY27 fee schedule as presented. M. Eames seconded the motion. E. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (4-0-0)

Director of Health Increase

The Committee reviewed the recommendation at the January Board meeting to provide the Director with a six percent merit/marketing increase and the funding sources available.

P. George motioned to recommend a 6% increase to the Director's salary, effective February 1, 2026. Seconded by M. Eames. E. Lippke, P. George, M. Eames, and J. Murdock in favor. Motion carried. (4-0-0)

Unfinished Business

None.

New Business

None.

Next Meeting

The Finance Committee will reconvene on Thursday, February 19, 2026, at 3:00 pm in the NDDH Conference Room.

Adjournment

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

Meeting adjourned at 4:15 pm.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant