



Northeast District Department of Health

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

50 / Fax 860-774-1308 www.nddh.org

**NDDH Board of Directors Meeting
pm**

Date: April 9, 2026 – 3:00

Location: NDDH, 69 South Main Street, Conference Room

Meeting called to order 3:00 pm by L. Salisbury

Attendance

Sophie Charron, Brooklyn; Elaine Lippke, Danielson; Paul Torcellini, Eastford; William Archer, Hampton; Patti George, Killingly; David A. Griffiths, Killingly; Zulfiqar Ali, Plainfield; Lana Salisbury, Sterling; Danielle Robbins, Thompson; John Murdock, Union; Gail Dickinson, Woodstock

Absent Excused: Ann Hinchman, Mary Landry

Absent: Christopher Lippke, Anne Lamondy, Bob Andrews

NDDH Staff: Luigi Sartori, Director of Health; Melissa Nichols, Finance Manager; Linda Buisson, Executive Assistant

Guests: Carla Jordan, Sterling alternate; Mary Eames, Thompson alternate

Citizen Participation

None

Approval of Minutes – January 8, 2026

W. Archer motioned to accept the minutes as presented. P. George seconded the motion. S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (11-0-0)

Communications

L. Salisbury announced the appointments of two new Plainfield representatives, Mary Landry and Zulfiqar Ali. Rob Kerr will continue to represent Plainfield as an alternate representative.

Z. Ali introduced himself and was welcomed by the Board.

Reports

- a. Executive Committee – no meeting / no report
- b. Bylaws Committee – no meeting / no report

c. Finance Committee

- *YTD Financial Report*

The report presented represents the first eight months of fiscal year 2026. We are at 67% of the budget. Actual to budget breakdown shows income at 101% and expenses at 62%.

- *FY27 Town Per Capita*

An estimated increase of forty cents to the current per capita was shared with town leaders in January. That amount remains the same, bringing the total per person per capita rate to \$10.70.

D.A. Griffiths motioned to approve the forty-cent increase to the current per capita. P. George seconded the motion. S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (11-0-0)

- *2027 Fee Schedule (effective 7/01/26)*

W. Archer motioned to approve the FY 2027 fee schedule increases effective 07/01/2026.

D.A. Griffiths seconded the motion. S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (11-0-0)

- *FY2027 Proposed Budget*

D.A. Griffiths motioned to accept the proposed budget as presented. W. Archer seconded the motion. S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson in favor. Motion carried (11-0-0)

- *Proposed Director of Health Salary Increase*

The Personnel Committee provided a positive evaluation of the Director in January. At that time, a 6% merit increase to the Director's salary was proposed. The Finance Committee ascertained that the increase would fit the budget.

W. Archer motioned to approve the increase to the Director of Health's salary by 6%, making it retroactive to February 1, 2026. J. Murdoch seconded the motion. Unanimous approval by all: S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson. Motion carried (11-0-0)

- *Addition Board Member to Finance Committee*

At a recent meeting with the Director, P. Torcellini indicated his interest in joining the Finance Committee. D.A. Griffin motioned to add P. Torcellini to the Finance Committee, effective immediately. P. George seconded the motion. S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock, and G. Dickinson. Motion carried (11-0-0)

d. Personnel Committee

- *Director of Health Evaluation Revision*

W. Archer presented the revised performance evaluation for the Director's position.
W. Archer motioned to accept the evaluation as presented. E. Lippke seconded the motion.
S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George, D.A. Griffiths, Z. Ali, L. Salisbury,
D. Robbins, J. Murdock and G. Dickinson. Motion carried (11-0-0)

e. Director of Health Report

L. Sartori reported that has attended local PFAS meetings. NDDH is not currently incurring any costs, but that may change as things progress.

He responded to questions from D.A. Griffiths regarding continuing septic issues.

He advised that there are ten out of our twelve district towns that have shown interest in taking part in the opioid education program. Two towns are fully committed. Both L. Sartori and D. Lobl have visited area towns to propose the program.

L. Sartori advised that we recently hired J. Schilling as a part-time compliance investigator. She started in February and has food safety experience.

L. Sartori announced that we have one individual waiting for her food certification from DPH. All requirements have been completed. Additionally, we have two other employees in the pipeline with anticipated certification by year end.

New Business

None.

Unfinished Business

None.

Adjournment

D.A. Griffiths motioned to adjourn. S. Charron, E. Lippke, P. Torcellini, W. Archer, P. George,
D.A. Griffiths, Z. Ali, L. Salisbury, D. Robbins, J. Murdock and G. Dickinson. Motion carried (11-0-0)

Meeting adjourned at 3:51 p.m.

The next Board meeting will be held on Thursday, June 11, 2026.

Respectfully submitted,
Linda Violette Buisson
NDDH Executive Assistant