# Northeast District Department of Health

**69 South Main Street, Unit 4, Brooklyn, CT 06234**
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## EXECUTIVE COMMITTEE MINUTES DRAFT

**Date:** **Tuesday – November 3, 2026** **Time: 3:00 pm Eastern**
**Location:** **NDDH Conference Room, 69 South Main Street, Brooklyn, CT**

Attendees: Patti George, Board Chair; Lana Salisbury, Vice-Chair; John Murdock, Finance Chair; Ann Hinchman, Personnel Chair; Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager); Linda Violette Buisson (Executive Assistant)

Absent: Robert Andrews, ByLaws Chair

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Call to Order
P. George called the meeting to order at 3:06 pm.

Citizen Participation
None.

Review of Minutes – September 1, 2026
L. Salisbury motioned to accept the minutes as presented. A. Hinchman seconded the motion. P. George, L. Salisbury, and A. Hinchman in favor. J. Murdock abstained. Motion carried. (3-0-1)

Communications
None.

Committees

a. *ByLaws Committee*
No report.

b. *Finance Committee*

- FY26 Auditor's Draft
  Auditor will provide results at the November 12th Board meeting.
- FY 2027 YTD – 1st Quarter
  The first quarter shows us at 25% for fiscal year 2027. We are on target.
- FY28 Budget
  Anticipate a 3-5% increase in Town Per Capita for FY 2028.
- Powers of Resolution for Bank Account (Bank Signatures)
  A vote will be needed to update banking signatories based on changes in the chair/vice chair changes in June 2026 and after the committee slate vote at the November 2026 board meeting.

c. *Personnel Committee*
- There was no October meeting.
- DoH Performance Evaluation was sent to Board members (excluding alternates) on November 3, 2026. Evaluations are due back to HR representative on or before Wednesday, November 25, 2026
- Staff Survey regarding the DoH's performance was sent to all NDDH employees on November 3, 2026. These are due to HR representative on Thursday, November 12, 2026

Unfinished Business

a. *NDDH Strategic Plan*

L. Sartori made some language changes to the plan he previously shared. He plans to discuss the changes with the leadership team before finalizing.

New Business

a. *Union Negotiations*

L. Salisbury motioned to go into executive session at 3:11 pm. J. Murdock seconded the motion. P. George, L. Salisbury, J. Murdock, and A. Hinchman in favor. Motion carried. (4-0-0)

J. Murdock motioned to come out of executive session at 3:18 pm. L. Salisbury seconded the motion. P. George, L. Salisbury, J. Murdock, and A. Hinchman in favor. Motion carried. (4-0-0)

L. Salisbury motioned that the Executive Committee agrees with the latest counteroffer to the Union and will support it to the full Board if it is accepted by the Union employees. J. Murdock seconded the motion. P. George, L. Salisbury, J. Murdock, and A. Hinchman in favor. Motion carried. (4-0-0)

b. *2027 Meeting Schedule*

L. Salisbury motioned to approve the 2027 Executive Committee meeting schedule with amending November 2, 2027, date to November 9, 2027, so as not to occur on an election day. J. Murdock seconded the motion. P. George, L. Salisbury, J. Murdock, and A. Hinchman in favor. Motion carried. (4-0-0)

Adjournment

L. Salisbury motioned to adjourn. J. Murdock seconded. P. George, L. Salisbury, J. Murdock, and A. Hinchman in favor. Motion carried. (4-0-0)

Meeting adjourned at 3:36 pm.

Next meeting: Tuesday, December 1, at 3:00 pm.

Respectfully submitted,
*Linda Violette Buisson*
Executive Assistant

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