Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

Finance Committee Meeting Minutes 10/29/26

Start Time: E. Lippke called the meeting to order at 3:05 pm.

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

Guests: Lana Salisbury (Board Vice-Chair); Ann Hinchman (Personnel Chair); Bob Andrews (ByLaws Chair)

Call to Order
E. Lippke called the meeting to order at 3:05 pm.

Public Participation: None.

Meeting Minutes – August 27, 2026
J. Murdock motioned to accept the minutes of August 27, 2026, as submitted. Second by M. Eames. E. Lippke, P. George, M. Eames, J. Murdock in favor. C. Lippke and P. Torcellini abstained. Motion carried (4-0-2).

Amendment to Agenda
E. Lippke asked to amend the agenda and move item #8 (Union Negotiations) to item #5 (directly following Meeting Minutes). J. Murdock motioned to approve amending the agenda. C. Lippke seconded the motion. E. Lippke, C. Lippke, P. Torcellini, P. George, M. Eames, and J. Murdock in favor. Motion carried (6-0-0).

Union Negotiations
The Finance Committee members and guests were invited into executive session at 3:07 pm.
The Finance Committee members and guests came out of executive session at 3:56 pm.
L. Salisbury and Bob Andrews left the meeting at 3:58 pm.

2027 Calendar Year Meeting Schedule
C. Lippke motioned to approve the 2027 meeting schedule as presented. M. Eames seconded. E. Lippke, C. Lippke, P. George, P. Torcellini, M. Eames, J. Murdock in favor. Motion carried (6-0-0).

FY 2026 Auditor's Financial Draft
There was no motion to accept the auditor's draft because an amended audit report is pending. The auditor will be in attendance via Zoom at the November 12 Board meeting to give his report.

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FY 2027 Financial Report – YTD First Quarter:
The report represents the first quarter (25%) of fiscal year 2027. Actual-to-Budget breakdown shows total income at 49% (including permit fees at 21%) and expenses at 23%.

- *Budget Update*
  The state per capita rate may be increased in FY 2027.
- *Vehicle Update*
  Luigi purchased a 2019 Toyota Tacoma. The entire fleet of vehicles were treated with oil undercoating to help preserve them for the future.

FY 2028 Town Per Capita Rate
Anticipating a 3-5% increase in Town Per Capita for FY 2028.

Unfinished Business

- *Vote for Finance Chair*
  After five years as Chair, E. Lippke is stepping down from the post. C. Lippke motioned for John Murdock to be the new Finance Chair. P. Torcellini seconded the motion. E. Lippke, C. Lippke, P. George, P. Torcellini, M. Eames, J. Murdock in favor. Motion carried (6-0-0)

New Business:
Bank signatories will need to be updated due to Board and Committee changes.

Next Meeting
The Finance Committee will reconvene on Thursday, December 17, 2026, at 3:00 pm in the NDDH Conference Room.

Adjournment
E. Lippke motioned to adjourn. C. Lippke seconded the motion. E. Lippke, C. Lippke, P. George, M. Eames, P. Torcellini, and J. Murdock in favor. Motion carried (6-0-0)

Meeting adjourned at 4:33 pm.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant

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