



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
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NDDH Board of Directors Meeting Minutes

Date: September 12, 2019 – 2:00 PM

Location: NDDH Conference Room
69 South Main Street, Unit 4
Brooklyn, CT 06234

1. Commencement

This meeting was called to order at 2:03pm by David Griffiths.

2. Roll Call / Citizen Participation

Present: Robert Kelleher, Brooklyn; Elaine Lippke, Danielson; David Griffiths, Killingly; Heidi Clifford, Killingly; Donald Gladding, Plainfield; Lana Salisbury, Sterling; Nathan Swift, Union.

Excused with notification: Paul Torcellini, Eastford; Robert Kerr, Plainfield; Donna Grant, Pomfret; Delpha Very, Thompson, Orla McKiernan-Raftery (? – Delpha's Alternate)

Absent: Gail Dickinson, Woodstock; Norman Seney, Jr., Putnam.

Staff Present: Susan Starkey, Director of Health, Melissa Nichols, Finance/HR, Linda Colangelo, Education & Communications Coordinator, Anna Griggs, Administrative Assistant, Terre Bombard, Sr. Registered Sanitarian, Debra Colletti, Secretary/Receptionist, Kendra Curran, Community Health Assistant, Tracy Farrow, Secretary/Receptionist, Maureen Marcoux, Sr. Registered Sanitarian, Derek May, Emergency Preparedness Coordinator, Sherry McGann, Sr. Registered Sanitarian, Brittany Otto, Environmental Health Specialist, Michele Penkauskas, Administrative Assistant, Meagan Shippee, Office Assistant, Sherry Vallone, Complaints Investigator, Janine Vose, Public Health Nurse.

Citizens: John Miller

3. Minutes: June 13, 2019

Motion was made by Nathan Swift to approve the Minutes of the June 13, 2019 meeting. Seconded by Lana Salisbury. Robert Kelleher, David Griffiths, Heidi Clifford, Donald Gladding voted in favor. Elaine Lippke abstained. Motion passes 6-0-1.

4. Communications

- Vincent Iannuzzi, Danielson Alternate, was appointed for a three-year term expiring June 19, 2022.
- Nathan Swift, Union, was appointed for a two-year term expiring August 15, 2021.

- David Heck, Union Alternate, was appointed for a two-year term expiring August 15, 2021.
- David Griffiths, Killingly, was appointed for a term expiring December 31, 2019.

5. Reports

a. Finance

Motion was made by Nathan Swift to approve the adjustment of line item transfers in the amount of \$14,591.71 in order for audit to be completed. Seconded by Donald Gladding. Robert Kelleher, Elaine Lippke, David Griffiths, Heidi Clifford and Lana Salisbury voted in favor. Motion passes 7-0-0.

Board acknowledged moving \$22,000 of surplus in Fiscal Year 2019 into the general fund for Fiscal Year 2020.

6. Unfinished Business

a. Board Retreat

7. New Business

a. Executive Committee

Motion was made by Donald Gladding to accept the Slate for the Executive Committee with David A. Griffiths as Chair and Robert Kelleher as Vice Chair. Seconded by Lana Salisbury. Robert Kelleher, Elaine Lippke, David Griffiths, Heidi Clifford and Nathan Swift voted in favor. Motion passes 7-0-0.

8. Adjournment – Motion was made to adjourn at 2:19 by Elaine Lippke. Seconded by Heidi Clifford. All approved. Meeting adjourned at 2:19pm.