



Northeast District Department of Health

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Finance Committee Meeting Minutes 05/07/2020

3:00 to 5:00 p.m.

Start Time: 3:16 p.m.

Attendance: Elaine Lippke-Finance Chair, Robert Kelleher, Orla McKiernan-Raftery, Nate Swift, Luther Thurlow, David A. Griffiths-Board Chair, Susan Starkey-DoH and Melissa Nichols.

The day of the month (7th) was missing on the agenda for today's meeting and needs to be added for recording purposes

February 20, 2020 Meeting Minutes: Motion made by Nate S. to approve the minutes of the February 20, 2020 meeting. Second by Luther T. Motion carried (5-0-0).

YTD FY20 Finance Report: March Finance Report shows revenue is 87.3% of budget and expenses are 70.3% of budget. Grants/Contracts outstanding income for FY20 is estimated at \$73K. Some subsurface permits increase approximately 10% from February to March 2020.

FY 2021 Permit Fee Schedule: Permit fee cost analysis consists of salary, benefits, administration time, preparation cost and mileage for all fees. The analysis procedures are reviewed every three years or when there are statute changes that effect the permitting process. The salary, benefits and mileage are reviewed annually during budget season to reflect the cost of each permit and are used to determine the permit fee pricing. Subsurface permit, registration and miscellaneous will increase 11.2% in the proposed FY21 budget and Food service fees will increase 6.2%. NDDH proposes Waste-water treatment to be separated from the tank replacement/sewer line permit and be added as a separate permit on the fee schedule. The cost will be \$150.00. NDDH proposes the B100a permit be revised as a simple or complex permit (simple \$65.00 and complex \$95.00).

Motion made by Nate S. to propose the FY 2021 Permit Fee Schedule as presented today to the Board on May 28, 2020. Second by Luther T. Motion carried (5-0-0).

FY 2021 3rd Budget Draft: The Brooklyn and Woodstock Fair have cancelled this year due to COVID19. The 3rd budget reflects only the Brooklyn Fair decrease. The Woodstock Fair's public notice came out after the 3rd budget was emailed to the Finance Committee. The estimated loss of income for the Woodstock Fair is \$17K. Another Finance Committee Meeting has been scheduled for next Thursday, May 14, 2020 at 3:00 p.m. to discuss the revised figures due to the income changes discussed today. Over time and consultant expenses will be affected by the income decrease. The Board will have to vote on the Director's salary increase at the Board Meeting. Sue requested permission to continue to look for and apply for COVID19 funding.

Motion made by Nate S. to allow Sue to look/apply for COVID19 funding. Second by Luther T. Motion carried (5-0-0).

Other Business: Union negotiations will be scheduled as soon as we hear from 1199NE. NDDH tabled the replacement of the conference room windows/carpet until the fall. Robert K. reminded the Town of Brooklyn last week about the situation. Finance Committee added a meeting to the 2020 schedule, Thursday, June 18, 2020 at 3:00 p.m.

Motion made by Luther T. to adjourn. Second by Nate S. Motion carried (5-0-0).

Adjournment: 4:53 p.m.