



Northeast District Department of Health

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

NDDH Board of Directors Meeting Minutes
Date: September 10, 2020 – 3:00 PM

Location: Zoom Video/Phone Conference

1. Commencement/Roll Call

This meeting was called to order at 3:04 pm by Board Chair David Griffiths.

Present: Luther Thurlow, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Robert Grindle, Hampton; David Griffiths, Killingly; Donald Gladding, Plainfield; Ann Hinchman, Pomfret; Lana Salisbury, Sterling; Orla McKiernan-Raftery, Thompson; Nathan Swift, Union

Robert Kelleher, Brooklyn, Rob Kerr, Plainfield and Gail Dickenson Woodstock were absent.

Heidi Clifford, Danielson, was excused with notification.

Staff Present: Susan Starkey, Director of Health, Melissa Nichols, Finance/HR, Linda Colangelo, Zoom Facilitator, Janine Vose, RN, Sherry McGann, Sherry Vallone, Donovan Moe

2. Citizen's Participation – none

3. Minutes: June 11, 2020

Motion was made by E. Lippke to approve the minutes of the June 11, 2020 meeting. Seconded by N. Swift. L. Thurlow, R. Grindle, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift in favor, motion passed.

Minutes: June 18, 2020

Motion was made by D. Gladding to approve the minutes of the June 18, 2020 meeting. Seconded by A. Hinchman. L. Thurlow, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift in favor, R. Grindle abstained, motion passed.

4. Communications – Donovan Moe was introduced to the Board as NDDH's newest employee in Environmental Health. He was welcomed by the Board, and thanked them as well as NDDH for the opportunity, and expressed his excitement in moving forward at NDDH.

5. Reports

Director of Health – A. Hinchman made a motion for the Board to extend its thanks and appreciation to all NDDH employees for the long hours and hard work they have put in over the past several months, and to let all NDDH employees know this recognition. This was seconded by B. Grindle, L. Thurlow, R. Grindle, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift in favor, motion passed.

Finance – E. Lippke made a motion to accept the year end budget line item recommendations presented for FY2020. B. Grindle seconded, L. Thurlow, R. Grindle, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift in favor, motion passed.

Reports from Board Members on Town’s Satisfaction with NDDH Services –

L. Thurlow, Canterbury: Canterbury is satisfied with our services and he will let us know if any issues arise.

E. Lippke, Danielson: Danielson is satisfied with our services, she will report any issues that come up in the future.

P. Torcellini, Eastford: Paul recognized Sue for her help with reopening the schools in Eastford. He stated there are issues for who oversees compliance with wells and septic when clients are noncompliant.

B. Grindle, Hampton: Hampton appreciates NDDH efforts to get information out. The material we distribute, and information we put out also helps explain to other Boards what it is we do.

D. Griffiths, Killingly: Online NDDH services had a learning curve, but are improved. Killingly has a concern for the timeframe of septic approvals. Otherwise, NDDH is doing extremely well.

D. Gladding, Plainfield: Plainfield is happy for the most part with NDDH. They have had several COVID related complaints to the town. Suggesting that when guidance is issued, it should also be said who oversees what part of it.

A. Hinchman, Pomfret: She has reached out to her town’s elected official but has not heard back. She plans to attend a selectman’s meeting to open communication.

L. Salisbury, Sterling: Sterling, like all towns, is struggling with opening schools and opening services. The town is thankful that NDDH work does not require further work for them and there has been no Facebook complaints about NDDH. She will possibly attend a selectman’s meeting.

O. McKiernan-Raftery, Thompson: She spends lots of time in the town hall and has had positive feedback from conference calls with other agencies/groups. She has not heard any complaints.

N. Swift, Union: No complaints.

6. Other Business –

N. Swift made the motion to nominate D. Griffiths and Board Chair and B. Kelleher as Board Vice-Chair. L. Thurlow, R. Grindle, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift in favor, motion passed.

Request for Volunteers for Committee for Reopening NDDH –

- A. Hinchman, O. McKiernan-Rafertry, D. Griffiths, P. Torcellini and D. Gladding volunteered.

A request was made to put the topic of vacation time for NDDH staff on the December agenda, which was approved by the Chair.

- 7. Adjournment – Motion was made to adjourn at by E. Lippke, L. Thurlow, R. Grindle, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Rafertry, and N. Swift in favor, motion passed.