



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234

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Finance Committee Meeting Minutes 02/04/2021

Start Time: 3:05 p.m.

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

Meeting Minutes-December 22, 2020: Motion made by Nate S. to approve the minutes of the December 22, 2020 meeting. Second by Robert K. Motion carried (5-0-0).

No Public participation.

FY21 YTD Financial Report (December 2020): Income is at 90% of the budget. ELC Grant funds paid in advance \$163K. Some ELC Grant funds are expected to be deferred to FY22 Budget. Expenses are 53% of the budget. Total Fund Balance is at 43% of the budget. NDDH purchased a certified used 2018 Sportage for \$21K. The approved \$9K transfer from the Acquisition of District Vehicle Committee Fund to the FY21 budget paid off the 2018 Kia Niro loan. Monthly payments saved on the Niro will be applied to the new vehicle. The committee will review other payoff options at the end of FY21.

FY2021-22 Budget-1st Draft: The draft was displayed over the Zoom conference platform and emailed after to all members at the meeting. The recommendation for FY22 Permit Fee Schedule is to remain the same as FY21. The salary/benefits worksheet totals are reflected in the FY22 1st draft (Union contract/2% cost of living Non-Union) with the additional staff hired to preform ELC Grant requirements. Additional full-time staff are eligible for Health Insurance which increased \$37K. It is estimated that Health Insurance could increase from 7% to 14% this year. Estimates should be available in March 2021. The State Per Capita and subsurface permit totals are the same as FY21 current budget. We are gathering information from our database on businesses that closed in 2020 to help project estimates for FY22. Grant income is estimated at \$257K, New Grant/Contract has zero balance (a new grant would require hiring more staff-not possible to manage at this time), Other Income totals decreased FY21 and is expected to continue in FY22 (Certified Food Protection Manager Course, FAST classes, interest, late/penalty fees). The anticipated fund is estimated to decrease \$185K. Expenses are expected to increase for staff, more technology needed, additional subscriptions, attorney fees, possible single state audit and advertising. Page 4 of the budget, reflects committed, assigned, restricted and the unassigned fund balances. The 1st draft shows the total fund balance at 22.6%. NDDH is required to be at 25% or higher. Town Per Capita letters were mailed on January 15, 2021. Sue and Missie have not received feedback from District Towns other than Nate's suggestion to reduce the Per Capita rate by \$0.05 to \$0.10 in the FY22 Budget.

Other Business: Conference room windows replacement pending. The March 11, 2021 Finance Committee meeting will start at 2:00pm. The Town's will be notified of the change.

Next meeting, February 25, 2021.

Motion made by Nate S. to adjourn. Second by Orla M. Motion carried (5-0-0).

Adjournment: 4:11 p.m.