



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 08/27/2020

Start Time: 3:00 p.m.

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

Meeting Minutes-June 18, 2020: Motion made by Luther T. to approve the minutes of the June 18, 2020 meeting. Second by Nate S. Motion carried (4-0-0).

Orla McKiernan-Rafertry joined the meeting at 3:02pm.

There was no Public participation.

FY20 Year End Budget Recommendation: The following budget line transfers will be recommended to the Board for FY20 to balance the budget:

Budget Line	Increase (Decrease)
Regular payroll	\$ (20,029)
Health insurance	(13,379)
FICA match	6,833
Medicare match	181
Payroll service	12
Program consulting	977
Vehicle maintenance	389
Computer maintenance	5,797
Facility maintenance	8,522
Office custodial	529
Office supplies	25
Advertising	8,120
Memberships/dues/subscriptions	782
Education/seminars	328
Educational materials	653
Technical support equipment	260
	\$ -

Motion made by Nate S. to recommend to the board the budget line transfer for FY20. Second by Luther T. Motion carried (5-0-0).

FY21 YTD Financial Report: Income is at 22.41% of the budget for the first month of the year. Subsurface income is 29% higher than last year. Expenses are 9.03% of the budget. The Vehicle, Business Owner and Professional Liability Insurance premiums were \$2,159 under the budget amount. Total Fund Balance is at 42% of the budget.

Other Business: Robert K. discussed the windows/rug in conference room and mentioned that Drew Dionne was going to stop in from the Town of Brooklyn. Sue was counselled by an Attorney regarding Union negotiation. The suggestions were to write up the contract and make a deadline. The Finance Committee discussed reopening the building to the public since the closure back in March 2020 due to COIVD19. Discussion topics included: protecting staff and public, costs for remodel for the future office floor plan and the ability to deliver services to the public. The Finance Committee will bring the topic up to the Board at the next meeting. The committee will recommend to the Board to set up a new committee to research the topic.

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

Adjournment: 4:49 p.m.