



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 3/31/22

Start Time: 3:10 p.m.

Attendance: Elaine Lippke (Finance Chair), Luther Thurlow, Nate Swift, Susan Starkey, and Melissa Nichols. Orla McKiernan-Raftery attended via Zoom.

Absent: Dr. Gail Dickinson and Robert Kelleher

No Public participation.

Meeting Minutes-March 10, 2022

Motion made by N. Swift to approve the minutes of the March 10, 2022 meeting as presented. Seconded by L. Thurlow. All in favor. Motion carried (4-0-0).

YTD Financial Report-February 2022

NDDH is eight months (67%) into FY22 budget and Permit income is at 77% of the budget. Overall income is at 110% of budget, with Grants/Contract in Special Funds. Spring (permit) billing is due April 14, 2022. YTD expenses are at 76%. The Employee Benefits-Health & Life Assurance expense is 53% of the budget. This expense may be used to balance the budget at year end.

FY 2023 Budget – Draft

The FY23 budget shows \$45K of income will be needed to balance the budget. FY23 budget is not expected to use any reserve funds. S. Starkey explained that budget estimates are based on the maximum amount of money that we think we can get, not all the money we think we need to deliver services at 100%. A limiting factor is the town per capita. We use this to pay the sanitarians, secretary / receptionists and the work needed to follow up on complaints or lead. We don't have enough money for those people to do the work and that's why food inspections are slipping. It will be very difficult for staff to do 100% but that is the balance we agreed to when we asked the towns for a fifty cent per capita increase. It is a challenge to do all that we must and remain within our budget.

Motion made by N. Swift to recommend the budget to the Board. L. Thurlow seconded. O. McKiernan-Raftery abstained. Motion carried (3-0-1)

Unfinished Business

- a. Conference Room Windows/Rug –additional windowpanes were found to be broken. Repair company is waiting on approval from selectman. This project won't be worked on until sometime this summer.
- b. Vehicle Purchase Update – funding purchase with general funds.

Other Business

ARPA fund requests. E. Lippke commented that the Danielson Borough requires to know specifically what ARPA funds will be used for. S. Starkey acknowledged that town requirements make this a challenge. When requesting funding, she will need to request different things from different towns, not

knowing if they will approve the requests. E. Lippke advised that Danielson Borough will be awarding ARPA funds at the May 11th meeting so NDDH should get the application turned in soon.

Orla left the meeting at 4:01pm.

Motion made by L. Thurlow to cancel the April 7th meeting. Second by N. Swift. All in favor. Motion carried (3-0-0).

Next meeting: Thursday, April 14, 2022, Finance Committee meeting will start at 2:00 pm.

Adjournment

Motion made by L. Thurlow to adjourn. Second by N. Swift. All in favor. Motion carried (3-0-0).

Adjournment: 4:14 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant