



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 3/30/23

Start Time: 3:00 p.m.

Attendance: Elaine Lippke (Finance Chair), Nate Swift, Robert Kerr, Robert Kelleher, Maureen Marcoux (Acting DoH), Melissa Nichols (Finance Manager)

Absent Excused: Orla McKiernan-Raftery and Sue Starkey

Public Participation Attendees: Ann Hinchman

Meeting Minutes – March 9, 2023

Motion made by R. Kerr to approve the minutes of March 9, 2023, as presented. Seconded by N. Swift. E. Lippke, N. Swift, R. Kelleher, and R. Kerr in favor. Motion carried (4-0-0).

YTD FY23 Financial Report (February 2023)

NDDH has completed eight months (67%) of the FY23 budget. Revenue is at 71%. Fees (permits, registrations, and other inspections) are at 73%. Spring billing notifications to campgrounds, pools, seasonal foods, and itinerants went out thirty days prior due date. Special revenue funds YTD are \$174K. NDDH is waiting for payment from DPH on the ELC2 Grant.

YTD FY23 Grant Report

The grant report was distributed. No questions on report.

FY24 Draft 4 Budget Estimates*

Budget Draft 4-review proposed permit fees, income sources, salary/benefits and per Capita State of Connecticut per Capita rate is \$2.60, and District Town's per Capita rate will increase \$1 to \$8.50 per individual. The district population is 84,940. Committee reviewed and discussed line items changes from draft 3.

N. Swift motioned to approve the proposed fee schedule. R. Kerr seconded the motion. E. Lippke, R. Kelleher, N. Swift, and R. Kerr in favor. Motion carried (4-0-0)

Motion made by R. Kerr to recommend the town per Capita rate (\$7.50) to increase another \$1.00 for Budget FY24. R. Kelleher seconded. E. Lippke, R. Kelleher, N. Swift, and R. Kerr in favor. Motion carried. (4-0-0)

Vacation Buyout

The total cost to decrease the staff's vacation balance down to 80 hours would cost \$46K (includes wages/taxes/pension benefits). Discussion tabled-uncertain if NDDH can afford the buyout at this time. More information to come at next meeting.

Union Negotiations Update

Meetings are scheduled for April 14 and April 21 at 1:00 pm in the NDDH Conference Room. The Executive Committee will talk on behalf of NDDH and may defer to the Finance Manager with any questions.

Water Damage – NDDH

Brooklyn’s First Selectman, A. Tanner, provided an update on water damage to NDDH storage room. He is still in the process of getting bids for repair. Discussed heating/cooling of space, shower, maintenance sink, and cabinet replacement. Insurance will only replace what was damaged. NDDH suggested a door through to the town offices that would lock from both sides that could be used in the event of an emergency. It would provide a quick and easy passage for repairs etc. An electric wall heater had been running since the damage occurred in February. NDDH will send copies of our electric bills (before, during, and after) along with lost wages, property loss/damages to the town for claim reimbursement.

A. Tanner inspected the NDDH conference room rug now that windows have been replaced. No outcome to report.

The Town of Brooklyn plans to install a generator for the entire building using ARPA funds. Project could take at least one year. NDDH can investigate selling our current generator after the project is completed.

Unfinished Business

In the Director’s absence, we have enough bank signatories.

Other Business – None

Next meeting: Thursday, April 6, 2023, at 3:00 p.m.

Adjournment

Motion made by R. Kerr to adjourn. N. Swift seconded the motion. E. Lippke, N. Swift, R. Kerr, and R. Kelleher in favor. Motion carried (4-0-0).

Adjournment: 4:52 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant