



# Northeast District Department of Health

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## NDDH Board of Health Executive Committee Special Meeting Minutes

**Date: Friday – September 29, 2023 at 10:00 a.m.**

**Location: NDDH Conference Room, 69 South Main Street, Unit 4, Brooklyn, CT**

Attendees: Lana Salisbury, Board Chair; Robert Kelleher Board Vice-Chair; Ann Hinchman, Personnel Chair; and Elaine Lippke, Finance Chair

NDDH Staff: Linda Buisson, Administrative Assistant

### Call to Order

The meeting was called to order at 10:05 a.m.

### Review of Minutes

September 25, 2023, DRAFT minutes. R. Kelleher motioned to accept the minutes as presented. E. Lippke seconded the motion. Vote taken. R. Kelleher, L. Salisbury, E. Lippke, and A. Hinchman in favor. Motion carried. (4-0-0)

### Review of Legal Documents

R. Kelleher motioned to enter Executive Session at 10:08 to review legal documents. E. Lippke seconded. L. Salisbury, R. Kelleher, A. Hinchman and E. Lippke in favor. Motion carried. (4-0-0)

R. Kelleher motioned to exit Executive Session at 11:40. E. Lippke seconded. L. Salisbury, R. Kelleher, A. Hinchman and E. Lippke in favor. Motion carried. (4-0-0)

### Plans & Possible Agenda for Special Board Meeting

A Special Board meeting is tentatively scheduled for Thursday, October 5 at 3:00 p.m. There may be a Zoom option however, attendees other than Board members will be excluded from much of the meeting as it will be in Executive Session.

### Next Meeting

There is an Executive Committee meeting scheduled for Tuesday, October 24, 2023 at 3:00 pm.

Adjournment

E. Lippke motioned to adjourn. A. Hinchman seconded. R. Kelleher, L. Salisbury, A. Hinchman, and E. Lippke in favor. Motion carried. (4-0-0)

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant