



## Northeast District Department of Health

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**NDDH Board of Directors Meeting**                      **Date: September 14, 2023 – 3:00 pm**  
**Location: NDDH, 69 South Main Street, Conference Room / Zoom**

Meeting was called to order at 3:00 p.m. by Board Chair, R. Kelleher.

### Attendance

*Present:* Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Allan Cahill, Hampton; David A. Griffiths, Sean Regan, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Ann Hinchman, Pomfret; Lana Salisbury, Sterling; Carla Jordan, Sterling (alternate); John Murdock, Union; Gail Dickinson, Woodstock; Susan Starkey, Director of Health

*Excused:* Delpha Very, Thompson (*lost connection*)

*Guests:* Maureen Nicholson (Pomfret selectman)

*NDDH Attendance:* Janine Vose (Public Health Nurse); Jennifer Warner (Environmental Health Specialist); Amanda Gonzalez (Public Health Programs Manager); Melissa Nichols (Finance Manager); Linda Buisson (Administrative Assistant); Steve Faucher (PHEP); Stephanie Hynes (Community Health Worker); Isaac Combs (Environmental Health Specialist)

### Citizen Participation - None

P. Torcellini motioned to discuss a letter that Board members received. D.A. Griffiths seconded. R. Kelleher noted that he was troubled about discussing specific employees at a Board meeting. He suggested the matter be taken up by the Executive Committee who will then report back to the Board with any action to be taken. C. Lippke pointed out that it is a Personnel matter and that the only person that reports to the Board is the Director. Other personnel matters fall under the Director's jurisdiction. As everyone received the letter shortly before the meeting, it was suggested that people have time to digest the same and have a special meeting to discuss it in the future.

P. Torcellini motioned to table the motion to discuss the letter after the Executive Committee has an opportunity to review it and bring a recommendation back to the Board. D.A. Griffiths requested that a Special Board meeting be held following the Executive Committee meeting so that all Board members are updated. R. Kerr seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, D.A. Griffiths, S. Regan, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, and G. Dickinson in favor. None against. J. Murdock abstained. Motion carried (12-0-1)

Copies of the referenced letter and a letter from Board member O. McKiernan-Rafoery were distributed.

E. Lippke motioned to amend the agenda to move 7c, Finance Committee to item 5, immediately following Communications. D.A. Griffiths seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, D.A. Griffiths, S. Regan, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, J. Murdock, and G. Dickinson in favor. None against. Motion carried (13-0-0)

#### Approval of Minutes – June 8, 2023

E. Lippke motioned to accept the June 8, 2023, minutes as presented. D.A. Griffiths seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, D.A. Griffiths, S. Regan, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, and G. Dickinson in favor. None against. J. Murdock abstained. Motion carried (12-0-1)

#### Communications

- K. Stafko, one of our EHS employees resigned. Her last day was August 9, 2023.
- Union, CT has appointed John Murdock, representative and David Eaton, alternate representative through August 2025.
- Canterbury, CT has appointed Christopher Lippke as Board representative through December 2025
- Union Volunteer Fire Department sent a thank you to NDDH staff for donation under Nate Swift's name.
- Donovan Moe became a Certified Food Inspector on September 7, 2023.

#### Reports

##### a. Finance Committee

- FY23 Profit & Loss Report  
Explanations were made why items were over or under budget.
- Year-End / Line-Item Transfers  
P. Torcellini motioned to approve the transfers. S. Regan seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, D.A. Griffiths, S. Regan, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, and G. Dickinson in favor. None against. J. Murdock abstained.  
Motion carried (12-0-1)
- Reserve Fund Balances & 2024 Allocations  
D.A. Griffiths motioned to remove \$5000 in tuition reimbursement out of the budget to offset a financial shortage. S. Regan seconded. S. Starkey advised that tuition reimbursement is offered to employees in the Employee Manual. Additionally, the reimbursement is listed in the proposed line items just voted on. D.A. Griffiths, D. Gladding, A. Hinchman and G. Dickinson voted for; R. Kelleher, C. Lippke, P. Torcellini, A. Cahill, S. Regan, R. Kerr, L. Salisbury voted against. J. Murdock abstained. Motion failed (4-8-1).  
E. Lippke motioned to accept the reserve fund balance and the 2024 allocations as proposed. P. Torcellini seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, S. Regan, D.A. Griffiths, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, and G. Dickinson in favor. Motion carried (12-0-1)
- FY24 Financial Report – July  
Income is 21% of budget and expenses are 6% of budget.

Staff Presentation: Lead Poisoning Prevention by J. Vose and A. Gonzalez

A PowerPoint presentation with handouts was shared with Board members to clarify how lead-related activities are conducted and reported.

Return to Reports

b. Executive Committee

- Proposed Union Contract

L. Salisbury discussed the process in coming up with the Union contract and the negotiations involved. Some of the changes to the contract include the following:

- Days determined as floating holidays – from Lincoln’s, Washington’s birthdays and Veteran’s Day to President’s Day, Juneteenth, and Veteran’s Day
- Vacation time maximum accrual – from 180 hours to 160 hours
- Sick leave will accrue 12 sick days a year, pro-rated for anyone working less than a 40-hour week
- Funeral Leave includes additional family defined as “immediate family”
- Wage increases including increases as environmental health staff reach next levels of certifications

R. Kerr motioned to accept the proposed Union Contract as negotiated by the Negotiating Committee. S. Regan seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, S. Regan, D.A. Griffiths, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, and G. Dickinson in favor. J. Murdock abstained. Motion carried (12-0-1). Union Contract is approved.

- NDDH Pension Change

The suggested plan for all employees is to have the same plan consisting of 6.2% social security and 4.8% pension for a total of 11%.

D.A. Griffiths motioned to approve the same pension plan/retirement package for both non-Union and Union employees, which would be a combination of social security and a pension contribution of 4.8%. R. Kerr seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, S. Regan, D.A. Griffiths, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, and G. Dickinson in favor. J. Murdock abstained. Motion carried (12-0-1)

- Board Self-Assessment Results

R. Kelleher emphasized that Board members need to speak with town leaders. The Board needs to know town leader complaints so they can be brought before the Board and the Board needs to keep town leaders apprised of what is being done at NDDH. It was suggested that Board members call their town officials to discuss the Board packet.

It was suggested that a NDDH representative report to NECOGG on a regular basis.

c. Nominating Committee

- Slate of Officers

Nominees are L. Salisbury as Board Chair; R. Kelleher as Vice-Chair; E. Lippke as Finance Chair and A. Hinchman as Personnel Chair. P. Torcellini motioned to accept the nominees.

D.A. Griffiths seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, S. Regan, D.A. Griffiths, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, and G. Dickinson in favor. Motion carried (12-0-1)

d. Personnel Committee

A. Hinchman advised the Committee will finalize the new Director of Health evaluation at the October meeting. They will be reviewing personnel policies in the Employee Manual as well.

e. Director of Health (report in packet)

S. Starkey pointed out that last year our total food inspection completion percentage rate for FY2022 was 13%. In FY2023, it is 32%. Additionally, she shared a to-date chart indicating food inspection staff status, projected and actual inspections expected. C. Lippke suggested that inspections and re-inspections should be reported separately on the EHS report.

Unfinished Business

New Business

Adjournment

Motion to adjourn without objection at 5:01 p.m. by D.A. Griffiths. R. Kerr seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, D.A. Griffiths, S. Regan, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, J. Murdock, and G. Dickinson in favor. None against. Motion carried (13-0-0)

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant