



# Northeast District Department of Health

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## Special Finance Committee Meeting Minutes 12/14/23

Start Time: 3:05 p.m.

### Committee Member Attendance:

Elaine Lippke (Finance Chair), Robert Kelleher, Chris Lippke, Patti George, Susan Starkey (Director of Health),

Excused: Robert Kerr

Public Attendees: John Murdock (Union Board Member), Lana Salisbury (Board Chair), Maureen Nicholson (Pomfret First Selectman), Amy St Onge (Thompson First Selectman), Melissa Nichols (Finance Manager).

J. Murdock has been attending finance meetings and plans to become a full member. There will be a vote to add him to the committee at the January Board meeting.

### Meeting Minutes – November 30, 2023

Motion made by P. George to approve the minutes of November 30, 2023. Seconded by J. Murdock. E. Lippke, R. Kelleher, C. Lippke, P. George, and J. Murdock in favor. Motion carried (5-0-0).

### YTD FY2024 Financial Reports

- a. November 2023 Financials: Income is 59% of budget. Expenses are 37% of budget. Program consultant fees have exceeded the budget due to Food Inspection Training for staff and lead testing. Lead funds for reimbursement of EPI mandated investigations are available to help offset cost.
- b. Grant Update: The Immunization Grant for \$101K and the Workforce Development Grant for \$52K have been executed and funding should be available soon.
- c. Reserve Fund Balances: Unassigned Fund Balance is 18% (\$377K) of FY24 Budget.

### FY 2025 Budget

- a. Town Per Capita Recommendation, Budget & Communications  
District population increased by 690 individuals. State Per Capita pays \$2.60 per individual to help offset costs. Budget reflected a \$1 increase, from \$8.50 to \$9.50=12.7% increase. Permit fee were also increased.

There was a lot of discussion regarding a \$1 increase to per capita being too much for towns. DoH pointed out that there is little room for adjusting the budget except for staff salaries and benefits and this will just make it harder for the agency to deliver the required services.

### Unfinished Business

- a. Building-Conference Room Update  
Brooklyn First Selectman, Austin Tanner, will get quotes for conference room flooring.

Other Business

- a. Power to Exercise – Banking Authorization.
- b. November 28, 2024 Finance Committee meeting moved to November 21, 2024.

Next Meeting

Thursday, December 21, 2023, from 3:00-4:00 pm in NDDH Conference Room

Adjournment

Motion to adjourn by P. George. J. Murdock seconded the motion. E. Lippke, R. Kelleher, C. Lippke, P. George, and J. Murdock in favor. Motion carried (5-0-0).

Adjournment: 4:35 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Administrative Assistant