



# Northeast District Department of Health

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## Finance Committee Meeting Minutes 1/25/24

Start Time: 3:00 p.m.

### Committee Member Attendance:

Elaine Lippke (Finance Chair), Robert Kelleher, Rob Kerr, Chris Lippke, John Murdock, Patti George, Maureen Marcoux (Acting Director), Melissa Nichols (Finance Manager), Linda Buisson (Administrative Assistant)

### Meeting Minutes – January 11, 2024

Motion made by R. Kerr to approve the minutes of January 11, 2024. Seconded by J. Murdock. E. Lippke, R. Kelleher, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (5-0-0).

### FY2024

- a. YTD Finance Report – December 2023  
Income is 66% of budget. Expenses are 43% of the budget.

P. George joined the meeting at 3:13 pm.

### FY 2025 Budget

The projected FY25 budget was shared with committee, board members and town leaders. NDDH will be researching technology grants to assist with updating infrastructure.

NDDH presented the FY25 budget on January 19, 2024, at the NECCOG meeting. L. Salisbury updated information from DPH regarding interim DoH and requirements. C. Lippke suggested NDDH send a reminder to town leaders of the requirement needed for meeting purposes.

### Unfinished Business

- a. Conference Room Carpet – no update. Executive Committee will take responsibility of matter.
- b. Water Damage Back Office Space – no update. Executive Committee will take responsibility of matter.

### New Business

L. Buisson provided a timeline of when the RFP was posted. Two responses were received. Organizational Performance Group opted out. Capital Strategic Solutions plans to submit.

### Next Meeting

Thursday, February 22, 2024, from 3:00-5:00 pm in NDDH Conference Room

### Adjournment

Motion to adjourn by C. Lippke. J. Murdock seconded the motion. E. Lippke, R. Kelleher, R. Kerr, C. Lippke, P. George, and J. Murdock in favor. Motion carried (6-0-0).

Adjournment: 3:40 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Administrative Assistant