



Northeast District Department of Health

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DRAFT Finance Committee Meeting Minutes 4/04/24

Start Time: 3:05 p.m.

Committee Member Attendance:

Elaine Lippke (Finance Chair), Robert Kelleher, Robert Kerr, Chris Lippke, John Murdock, Linda Buisson (Administrative Assistant), Melissa Nichols (Finance Manager); Jim Vannoy (Interim Director)

Absent: Patti George

Meeting Minutes – March 14, 2024

Motion made by J. Murdock to accept the minutes of March 14, 2024 as submitted. Seconded by C. Lippke. E. Lippke, R. Kelleher, R. Kerr, and C. Lippke in favor. J. Murdock abstained. Motion carried (4-0-1).

FY 2025 Budget

Finance Committee reviewed and discussed the anticipated income and expenses. The committee acknowledged that this is a good estimate. J. Murdock motioned to accept the budget and fee schedule to present to the Board on April 11th. C. Lippke seconded the motion. E. Lippke, R. Kelleher, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (5-0-0).

Unfinished Business

- a. *RFP*-will be taken off the Finance agenda until such time as there is movement.
- b. *NDDH Lease*

The Town of Brooklyn has assigned a work group to determine whether they will need the NDDH office space. NDDH will begin a search for a possible new location. E. Lippke suggested we consider the Joshua Center building. M. Nichols will reach out to Coldwell Banker. E. Lippke asked that we look to see if there were any grants available to assist with building purchase or a down payment. C. Lippke advised that congressionally directed funding is open until April 14. NDDH should reach out to the offices of Blumenthal, Murphy and / or Courtney for grant funding applications. J. Vannoy noted that NDDH is currently looking to see if we can get congressional funding for a data system for environmental health.

New Business

NDDH received an email requesting a refund from a restaurant that sold in January. In the past, the Board left any type of refund to the discretion of the director. The individuals paid for the permit in December and ended up selling the restaurant in mid-January. Meanwhile, everything

went through for the new owner who purchased necessary permits. Former owners are requesting a refund of \$500. We can do that, minus \$40 in processing fees. We should put a protocol for refunds in place.

Next Meeting

Thursday, May 30, 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, and J. Murdock in favor. Motion carried (5-0-0).

Adjournment: 3:30 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant