

DISTRICT BOARD OF HEALTH

Thursday, March 12, 2026
3:00 p.m.
Bristol-Burlington Health District Office
240 Stafford Avenue
Bristol, CT 06010

AGENDA

- 1. Attendance (5 Minutes)**
- 2. Audience Participation (5 Minutes)**
- 3. Approval of Board of Health Meeting Minutes of February 12, 2026 (5 Minutes)**
- 4. Approval of Bills paid in February, 2026 (5 Minutes)**
- 5. Finance Committee Report (10 Minutes)**
- 6. Old Business (10 Minutes)**
 - a. Tabled motion: Fund Balance Assignments (10 Minutes)**
 - i. Vote to transfer \$ 160,000 to capital improvements for change orders to renovation project (5 Minutes)**
 - ii. Vote to transfer \$ 146,000 from Catastrophic Fund to the Unassigned Fund for the 2026-2027 Budget (5 Minutes)**
- 7. New Business (10 Minutes)**
- 8. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (20 Minutes)**
- 9. Adjournment (5 Minutes)**

FEBUARY 2026
BILLS
FY 25-26

FICA	\$ 30,814.56	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE		
RENT & FUEL SURCHARGE	\$ 4,716.81	
LEGAL FEES	\$ 11,502.54	
LEGAL FEES - School Health	\$ 129.00	
CORE MISC		
CORE -		
-PROFESSIONAL FEES		
-KRONOS	\$ 66.22	
-EQUIPMENT MAINTENANCE	\$ 736.97	
-TELEPHONE	\$ 680.04	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 824.35	
-MOTOR FUELS		
-OFFICE SUPPLIES		
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 45.31	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 79.56	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 1,254.76	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 5,476.25	
-EQUIPMENT		
-TELEPHONE	\$ 45.31	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 3,870.75	
-CONFERENCE & MEMBERSHIP	\$ -	
EMERG GRANT		
-TELEPHONE	\$ 135.93	
CDCYS GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES	\$ 46.28	
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES	\$ 4,592.50	
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES		
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES		
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 570.00	
-PROG. SUPPLIES	\$ 2,133.08	
HCWHG GRANT		
-PROF. FEES	\$ 1,918.88	
-PROG SUPPLIES		
Total:	\$ 69,639.10	

**BOARD OF HEALTH MEETING
MINUTES
February 12, 2026**

A meeting of the Bristol-Burlington Health District's Board of Health was held in the Bristol-Burlington Health District Office, 240 Stafford Avenue, Bristol, Connecticut

Members Present: Brian Suchinski, Chairman
Kathy Langlais, Vice Chairwoman
Joshua Plourde, Burlington Representative
Donna Friday
Robert Wollenberg

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary
Angelika Karwowski, Program Manager
Contractor: Skip Gillis, Financial Consultant

Liaison: Mayor Ellen Zoppo-Sassu, Bristol
First Selectman Doug Thompson, Burlington

The meeting was called to order by Chairman Suchinski at 3:03 p.m.

1. Attendance

One absence – Member Robert Wetmore

2. Audience Participation

3. Approval of the Board of Health Meeting Minutes of January 8, 2025

Motion by Member Donna Friday, seconded by Member Joshua Plourde to approve the Board of Health Meeting Minutes of January 8, 2026 with the following amendment:

Chairman Suchinski declared the Board was out of Executive Session.

Chairman Suchinski asked to have a motion to engage the firm of Ford Harrison as counsel to the BBHD Board of Health and authorize the Chairman to sign the engagement letter made a part hereof. (Attached: Engagement Letter)

This Motion was made by Member Donna Friday and seconded by Member Robert Wetmore.

Motion by Member Donna Friday, seconded by Member Kathy Langlais to approve the amended Board of Health Meeting Minutes of January 8, 2026

All in Favor. Motion carried.

4. Approval of Bills paid in January, 2026

Motion by Member Joshua Plourde, seconded by Member Donna Friday to approve the January, 2026 bills.

All in Favor. Motion carried.

5. Finance Committee Report

- a. **Motion** by Member Kathy Langlais, seconded by Member Donna Friday to approve the Finance Committee Meeting Minutes of February 2, 2026.

All in Favor. Motion carried.

6. Old Business

- a. Tabled motion: Refrain from filling positions without Board of Health consult

Motion by Member Kathy Langlais, seconded by Member Donna Friday to remove item 6a.

All in Favor. Motion carried.

Motion by Member Donna Friday, seconded by Member Kathy Langlais to add item 6b.

All in Favor. Motion carried.

- b. Vote on Requisition regarding legal services from Ford Harrison up to \$25,000 to be input by Tuesday, February 17, 2026.

Motion by Member Donna Friday, seconded by Member Kathy Langlais to approve the scope of service which includes inquiry into past issues concerning the City of Bristol and BBHD's subsequent bank account.

Vote: Member Donna Friday- Yes; Member Kathy Langlais- Yes; Member Robert Wollenberg- No; Member Joshua Plourde- No; Chairman Suchinski- Yes. Motion carried.

7. New Business

- a. Discussion and vote on Board approval for any new or vacant positions over one year old.

Motion by Member Donna Friday, seconded by Member Robert Wollenberg to withdraw item 7a and proceed with the vote: Board to reassess vacant positions over one (1) year old during the annual budget process.

All in Favor. Motion carried.

- b. Discussion and vote on creation of School Registration Nurse.

- i. Director Palmeri presented to the Board, noting the need for this position.

Motion by Member Robert Wollenberg, seconded by Member Joshua Plourde to approve the new position.

Vote: Member Donna Friday- No; Member Kathy Langlais- No; Member Robert Wollenberg- Yes; Member Joshua Plourde- Yes; Chairman Suchinski- No. Motion failed.

- c. Discussion and vote on additional 3rd Public Health Nurse.

- i. Director Palmeri presented to the Board, noting the need for the additional Public Health Nurse.

Motion by Member Joshua Plourde, seconded by Member Robert Wollenberg, to approve the additional position.

Vote: Member Donna Friday- No; Member Kathy Langlais- No; Member Robert Wollenberg- No; Member Joshua Plourde- Yes; Chairman Suchinski- No. Motion failed.

- d. Discussion of 2026-2027 draft Budget
 - i. Budgets V5 & V6 were presented to the Board.

Motion by Member Donna Friday, seconded by Member Joshua Plourde to return Public Health Services to the Core Division for the purposes of the budget.

All in Favor. Motion carried.

Motion by Member Robert Wollenberg, seconded by Member Joshua Plourde to table the Discussion of the 2026-2027 Budget.

All in Favor. Motion carried.

Motion by Member Robert Wollenberg, seconded by Member Joshua Plourde to table the motion to return Public Health Services to the Core Division for the purposes of the budget.

All in Favor. Motion carried.

Motion by Member Donna Friday, seconded by Member Kathy Langlais, to vote to cap the Public Health Services budget Revenue at \$371K.

Vote: Member Donna Friday- Yes; Member Kathy Langlais- Yes; Member Robert Wollenberg- No; Member Joshua Plourde- No; Chairman Suchinski- Yes. **Motion carried.**

Motion by Member Donna Friday, seconded by Kathy Langlais to use Fund Balance to balance the Revenue budget for Public Health Services.

All in Favor. Motion carried.

- e. Fund Balance Assignments
 - i. Vote to transfer \$160,000 to Capital Improvements for change orders to renovation project.
 - ii. Vote to transfer \$146,000 from Catastrophic Fund to Unassigned Fund Balance for the FY 26-27 Budget.

Motion by unanimous vote to table agenda items 7e-i and 7e-ii.

All in Favor. Motion carried.

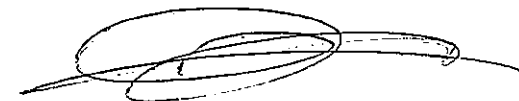
- 8. **Monthly Reports:** Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

- a. Director Palmeri did not have the opportunity to present his Director's Report due to time and technology restrictions.

9. **Adjournment**

Meeting adjourned by Chairman Suchinski at 6:14 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health