

**REAMENDED 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, 2026, Amended

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, Amended

- 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.

Amended Item-document provided to Board Secretary:

Motion by Member Donna Friday, seconded by Member Kathy Langlais: *I move that the Director submit a requisition for fordharrison legal services in the amount up to \$25,000 to the purchasing department by the end of the business day 2/13/2026. Scope of work to include the following:*

Legal services. Obtain information to assess and analyze the circumstances surrounding the delay in payment of contractors. Draft legal documents including a memorandum of understanding with the city of Bristol's accounts payable services. Advise BBHD including the board on legal, financial and regulatory requirements with regards to our fiduciary component of the City of Bristol. Provide legal advice on governance issues to the board.

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

7. Amended New Business, Amendment Tabled at 3/12/2026 Regular Meeting- document provided to Board Secretary, new motion made at April 9, 2026 Meeting:

Motion by Member Donna Friday, seconded by Member Kathy Langlais that the Board shall have the responsibility to approve all new positions, or vacant positions over one year old, to be assessed at the budgetary time.

All in Favor. Motion carried.

- a) 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.

- b) 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.

- c) 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.

- d) 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.

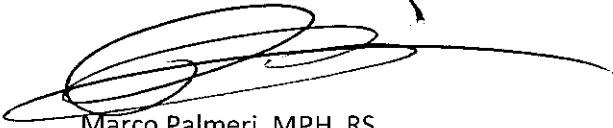
- 8. **Monthly Reports:** Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

- 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,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Marco Palmeri, MPH, RS
Director of Health