

**AMENDED BOARD OF HEALTH MEETING
MINUTES
March 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
Robert Wetmore

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary
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 3:01 p.m.

1. Attendance

No absences, all members present.

2. Audience Participation

3. Approval of the Board of Health Meeting Minutes of February 12, 2026

Motion by Member Robert Wollenberg, seconded by Member Kathy Langlais to approve the Board of Health Meeting Minutes of February 12, 2026 with the following amendment, tabled amendment and added New Business items:

Amended Motion-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.

All in Favor. Motion carried.

Amended Motion-Amendment Tabled at 3/12/2026 Regular Meeting- document provided to Board Secretary: *Pending Zoom Recording confirmation. Audio/ Video sent to all members on March 12, 2026 at 5:46 p.m. via email. To be revisited at the April 2026 Meeting.*

- i. ***Tabled Amendment 7a: "I move that the board shall have the responsibility to approve all new positions, or vacant positions over one year old to be reassessed during the budget process."***

New Business Items- document provided to Board Secretary:

- a. *Vote on use of per diem nurses to assist with PH duties, School Nurse duties and Registration of Students.*
 - i. *Per Diem Nurses to assist with PH duties, School Nurse duties and registration of students.*
 - ii. *Data entry contractor to complete data entry and scanning maintenance of health records.*
- b. *Create a Special Committee for the Dental Program. To assist in identifying strengths and growth in our current dental program.*
 - i. *Pursue potential avenues of alternate revenue sources such as grants. Obtain knowledge and viability of expansion of dental services with our renovation project. Special committee members:*
 - i. *Kathy Langlais, Chair Person*
 - ii. *Bob Wollenberg*
 - iii. *Donna Friday*
 - iv. *Director Marco Palmeri*

4. Approval of Bills paid in February, 2026

Motion by Member Joshua Plourde, seconded by Member Robert Wollenberg to approve the February, 2026 bills.

All in Favor. Motion carried.

5. Finance Committee Report

- a. **Motion** by Member Robert Wetmore, seconded by Member Joshua Plourde to approve the Finance Committee Report.

All in Favor. Motion carried.

6. Monthly Reports: Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

- a. McGuire acknowledged for reporting by Members Donna Friday and Kathy Langlais.
- b. Member Donna Friday would like to see new "No Heat Protocol" document.
- c. Member Robert Wollenberg inquired about the union negotiations status. Union rep is non-responsive.

All in Favor. Motion carried.

7. Old Business

- a. Tabled motion: Fund Balance Assignments

Motion by Member Donna Friday, seconded by Member Robert Wetmore to take these items off the table.

All in Favor. Motion carried.

Motion by Member Donna Friday, seconded by Member Robert Wetmore to add item: i) Vote to transfer \$160,000 to capital improvements for change orders to renovation project.

Brief discussion is had surrounding the suggestion to hold off on any action taken.

Motion by Member Donna Friday, seconded by Member Robert Wetmore to withdraw item: i) Vote to transfer \$160,000 to capital improvements for change orders to renovation project.

All in Favor. Motion carried.

Motion by Member Donna Friday, seconded by Member Robert Wetmore to add item: ii) Vote to transfer \$146,000 from Catastrophic Fund to the Unassigned Fund for the 2026-2027 Budget.

Brief discussion is had noting this is unnecessary since the Board has successfully reduced the City of Bristol's contribution by using its Fund Balance.

Motion by Member Donna Friday, seconded by Member Kathy Langlais to withdraw item: ii) Vote to transfer \$146,000 from Catastrophic Fund to the Unassigned Fund for the 2026-2027 Budget.

All in Favor. Motion carried.

8. New Business Amended at April 9, 2026 Meeting

Mayor Ellen Zoppo-Sassu announced no anticipated issues, cuts or variances made to BBHD's proposed FY 26-27 Budget.

Mayor Ellen Zoppo-Sassu also announces an error in calculating BBHD's interest income by the City of Bristol due to changes in personnel and processes. BBHD awaits an email from the City of Bristol including the amount owed to BBHD.

Motion by Member Joshua Plourde, seconded by Member Kathy Langlais to make a motion to the Real Estate Committee of the City of Bristol to provide the new lease amount to BBHD for the expanded footprint at fair market value.

All in Favor. Motion carried.

- a. Vote on use of per diem nurses to assist with PH duties, School Nurse duties and Registration of students.
 - i. Per Diem Nurses to assist with PH duties, School Nurse duties and Registration of students.

Motion by Member Donna Friday, seconded by Kathy Langlais to withdraw this agenda item.

All in Favor. Motion carried.

Motion by Member Robert Wollenberg, seconded by Kathy Langlais to use Per Diem Nurses for the remainder of the fiscal year 2025-2026 at a max of 19.5 hours per week and \$41 per hour not to exceed \$12,000 for registration purposes.

All in Favor. Motion carried.
 - ii. Data entry contractor to complete data entry scanning and maintenance of health records.

Motion by Member Robert Wollenberg, seconded by Member Joshua Plourde to contract with our current scanning contractor to complete the digitization job for \$7,500.

All in Favor. Motion carried.

- b. Create a Special Committee for the Dental Program. To assist in identifying strengths and growth in our current dental program.

- i. Pursue potential avenues of alternate revenue sources such as grants. Obtain knowledge and viability of expansion of dental services with our renovation project. Special committee members:

- i. Kathy Langlais, Chair Person
- ii. Bob Wollenberg
- iii. Donna Friday
- iv. Director Marco Palmeri

Motion by Member Robert Wetmore, seconded by Member Robert Wollenberg, to approve the establishment of the Dental Committee and its proposed membership.

All in Favor. Motion carried.

9. Adjournment

Meeting adjourned by Chairman Suchinski at 5:29 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Marco Palmeri', with a long horizontal flourish extending to the right.

Marco Palmeri, MPH, RS
Director of Health