

DISTRICT BOARD OF HEALTH

Thursday, August 13, 2026

3:00 p.m.

Bristol-Burlington Health District Office
240 Stafford Avenue
Bristol, CT 06010

AGENDA

- 1. Audience Participation.**
- 2. Approval of Board of Health Meeting Minutes of July 9, 2026.**
- 3. Approval of Bills paid in July 2026.**
- 4. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health, and Environmental Health.**
- 5. Dental Committee Report**
- 6. Finance Committee Report**
- 7. New Business**
 - a. Discussion of School Base Program**
 - b. Personnel Committee - Appointments**
 - c. Finance Committee - Appointments**
- 8. Old Business**
 - a. Discussion of Legal Contracts/Engagements**
 - b. Discussion of Memorandum of Understanding with the City of Bristol**
- 9. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

July 9, 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
Doug Thompson, Burlington Representative
Donna Friday
Robert Wetmore

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

Audience in Attendance: Diane Waldron, City of Bristol Comptroller
Lucas Amoroso-Whittles, Bristol Edition

The meeting was called to order by Chairman Suchinski at 3:00 p.m.

1. **Audience Participation**
2. **Approval of the Board of Health Meeting Minutes of June 11, 2026**

Motion by Member Donna Friday, seconded by Member Robert Wetmore to approve the Board of Health Meeting Minutes of June 11, 2026.

All in Favor. Motion carried.

3. **Approval of Bills Paid in June, 2026**

Motion by Member Donna Friday, seconded by Member Kathy Langlais to approve the June, 2026 Bills. Member Donna Friday questioned Legal Fees invoices as well as a summary of the Environmental Issue listed in Legal Fees document.

All in Favor. Motion carried.

4. **Monthly Reports**

- a. **Motion** by Member Donna Friday, seconded by Member Kathy Langlais to approve the monthly reports. Brief discussion and explanation of Juneteenth payment for ten-month employees. Member Donna Friday would like a Special School Program Committee discussed at August's meeting.

All in Favor. Motion carried.

- b. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to accept the correction of \$78,996 to our interest income from the City of Bristol to satisfy YR24-26 underpayment of our fund balance. *(Document provided by Chairman Suchinski, attached)*

All in Favor. Motion carried.

5. New Business

- a. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to approve the Union Contract of Local 1303-114 of Council #4 from July 1, 2025 through June 30, 2028. *(Document provided by Chairman Suchinski, attached)* It has been made clear to the Board that the contract is not yet final.

All in Favor. Motion carried.

- b. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to engage with the Collier firm for services of design and office furniture up to the amount of \$100,000. Board to be updated at monthly meetings and final decision to be authorized by the board. *(Document provided by Chairman Suchinski, attached)*

All in Favor. Motion carried.

- c. **Motion** by Chairman Suchinski, seconded by Member Robert Wetmore to approve \$8,571.63 for the 10-month employees Juneteenth Holiday. *(Document provided by Chairman Suchinski, attached)*

All in Favor. Motion carried.

- d. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to approve \$14,817.16 for change order to sheetrock over masonry in the chalk board area in renovation project. *(Document provided by Chairman Suchinski, attached)*

All in Favor. Motion carried.

- e. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to appoint Doug Thompson to the finance committee replacing Brian Suchinski. *(Document provided by Chairman Suchinski, attached)*

All in Favor. Motion carried.

6. Old Business

- a. **Motion** by Chairman Suchinski, seconded by Member Robert Wetmore to approve the remainder of FordHarrison invoice# 992353 for \$3,071.93 *(Document provided by Chairman Suchinski, attached)*

All in Favor. Motion carried.

7. Executive Session

- a. **Motion** by Member Robert Wetmore, seconded by Member Donna Friday to enter into Executive Session at 3:59 p.m. to discuss the MOU with the City of Bristol which would result in the disclosure of a public record or the information contained therein described in subsection (b)(1) of section 1-210 of the Connecticut General Statutes. Only those invited by the Board may be present in Executive Session.
- i. Michael Spagnola, Attorney for the Bristol-Burlington Health District.

All in Favor. Motion carried.

Executive Session ended at 5:31 p.m.

8. Adjournment

Meeting adjourned by Chairman Suchinski at 5:32 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

MOTIONS FOR JULY 9 2026 BOARD MEETING

4. MONTHLY REPORT

Director's Report

I move to accept the correction of \$78,996 to our interest income from the City of Bristol to satisfy YR24-26 underpayment of our fund balance.

5. NEW BUSINESS

a. I move to approve the Union Contract of Local 1303-114 of Council #4 from July 1, 2025 through June 30, 2028.

b. I move we engage with the Collier firm for services of design and office furniture up to the amount of \$100,000. Board to be updated at monthly meetings and final decision to be authorized by the board.

c. I move to approve \$8,871.63 for the 10 month employees Juneteenth Holiday.

d. I move to approve \$14,817.16 for change order to sheetrock over masonry in the chalk board area in renovation project.

e. Appointment of Doug Thompson to the finance committee replacing Brian Suchinski

6. OLD BUSINESS

a. I move to approve the remainder of FordHarrison invoice#992353 for \$3071.93

b. I move to approve the addition of FordHarrison Law Firm to Legal Budget line item for continuing services.

7. EXECUTIVE SESSION

I move that the Board enter Executive Session to discuss the MOU with the City of Bristol which would result in the disclosure of a public record or the information contained therein described in subsection (b)(1) of section 1-210 of the Connecticut General Statutes. Only those invited by the Board may be present in Executive Session. The Board invites the following individuals into the executive session.

Michael Spagnola, Attorney for the Bristol-Burlington Health District.

8. ANY ACTION AS A RESULT OF EXECUTIVE SESSION

a. I move that the Board authorize Attorney Spagnola to present to the City of Bristol the MOU on behalf of BBHD.

b. I move that the BBHD checking account with Thomaston Saving Bank be closed out and all funds be transferred to the appropriate BBHD Grant account held by the City. Director will notify the Chair with the date and amount once it is deposited.

July 2026
FY 26-27 Bills Paid

	LEASE, WARRANTS, PAYROLL	July P CARD
FICA	\$ 42,834.88	
CIGNA/MEDCO/DENTAL: HEALTH BENEFITS		
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	\$ 9,744.74	
- School Health Program	\$ 18,601.50	
- School Dental Program	\$ 1,547.88	
- Housing Program	\$ 1,447.88	
LIABILITY INSURANCE: LIFE/DISABILITY - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 464.37	
RENT & FUEL SURCHARGE	\$ 4,716.81	
RENT & LEASES - EMERG		
LEGAL FEES	\$ 20,837.95	
LEGAL FEES - School Health	\$ 4,290.00	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 902.17	\$ (7.28)
-KRONOS	\$ 67.50	
-EQUIPMENT MAINTENANCE	\$ 1,226.51	\$ 565.00
-TELEPHONE	\$ 565.70	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 87.02	\$ 608.39
-MOTOR FUELS		
-OFFICE SUPPLIES		37.04
-CONF. & MEMBERSHIPS	\$ 816.99	
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 50.43	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 142.90	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 15.27	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-UNEMPLOYMENT INSURANCE		
-PROFESSIONAL FEES	\$ 416.67	
-EQUIPMENT	\$ 713.97	70.95
-TELEPHONE	\$ 50.43	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 567.69	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-PROFESSIONAL FEES		
-EQUIPMENT MAINT		
-TELEPHONE	\$ 302.35	
CDCYS GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES	\$ 1,560.00	\$ 7,608.02
-PROFESSIONAL FEES		
WFD24 GRANT		
-PROF. FEES		
-CONF. & MEMBERSHIP	\$ 85.00	
-PROG. SUPPLIES		
HCWHG GRANT		
-PROF. FEES		
-PROG SUPPLIES		
Total:	\$ 112,056.61	\$ 8,882.12