

**BOARD OF HEALTH MEETING
MINUTES**

August 13, 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
Thomas O'Brien
Jeffrey Beauchamp

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary
Contractor: Skip Gillis, Financial Consultant
Caitlynn Magda, Assistant Office Manager

Liaison: Mayor Ellen Zoppo-Sassu, Bristol

Audience in Attendance:

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

Two new members of the Board of Health were welcomed, Thomas O'Brien and Jeffrey Beauchamp.

1. **Audience Participation**
2. **Approval of the Board of Health Meeting Minutes of July 9, 2026**

Motion by Member Donna Friday, seconded by Member Kathy Langlais to approve the Board of Health Meeting Minutes of July 9, 2026.

All in Favor. Motion carried.

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

Motion by Member Donna Friday, seconded by Member Kathy Langlais to approve the July, 2026 Bills. Member Donna Friday questioned Legal Fees invoice regarding Juneteenth, to be clarified at September meeting. Senior Dental Clinic revenue, to be looked into by Finance Committee.

All in Favor. Motion carried.

Motion by Member Jeffrey Beauchamp, seconded by Member Donna Friday to table the legal fees question until the September meeting.

All in Favor. Motion carried.

4. **Monthly Reports**

- a. **Motion** by Member Donna Friday, seconded by Member Jeffrey Beauchamp to approve the monthly reports.

Brief discussion and explanation of School Registration team, on which there are no new employees. Mayor Ellen Zoppo-Sassu noted that there are change orders which are the responsibility of BBHD, likely amounting to less than \$10,000.

All in Favor. Motion carried.

5. Dental Committee Report

- a. Dental Committee Chairwoman Kathy Langlais provides a summary of the July 30, 2026 Dental Committee Meeting, noting need to develop an Infection Control Policy/ Sign Off Policy, Competency framework for New Hire, Formal Orientation Plan.
 1. **Motion** by Chairman Suchinski, seconded by Member Jeffrey Beauchamp for BBHD to present the above items in ninety (90) days.

6. Finance Committee Report

- a. Discussion regarding year end finances, which Director Palmeri hopes to have available at the September meeting as well as potentially shifting from quarterly financial reporting to monthly. More to be discussed at the next Finance Committee Meeting.

7. New Business

- a. **Discussion of School Based Program**
 - i. Discussion of School Based Program which will be reviewed by Personnel Committee as well as exit interviews, which are not formal and usually related to maternity and childcare needs.
- b. **Personnel Committee - Appointments**
 - i. **Motion** by Member Thomas O'Brien, seconded by Member Doug Thompson to appoint Member Donna Friday, Member Doug Thompson, Member Thomas O'Brien to the Personnel Committee with Member Thomas O'Brien as the Committee Chairman.

All in Favor. Motion carried.

- c. **Finance Committee- Appointments**

- i. **Motion** by Member Thomas O'Brien, seconded by Member Jeffrey Beauchamp to appoint Members Thomas O'Brien and Doug Thompson to the Finance Committee, with Committee Chairwoman Donna Friday remaining.

All in Favor. Motion carried.

- d. **Motion** by Member Thomas O'Brien, seconded by Member Doug Thompson to appoint Member Jeffrey Beauchamp to the Dental Committee.

All in Favor. Motion carried.

8. Old Business

- a. **Discussion of Legal Contracts/ Engagements**

Motion by Chairman Suchinski, seconded by Member Donna Friday to table the new engagement of Shipman & Goodwin in which the Chairman would sign an engagement.

All in Favor. Motion carried.

Motion by Chairman Suchinski, seconded by Member Donna Friday to no longer engage with the law firm Mangines & Burke. Director Palmeri will give Atty. Burke thirty (30) days to provide any invoices to BBHD for payment.

All in Favor. Motion carried.

- b. Member Doug Thompson would like an update with regards to ReWorld at the next meeting.
 - i. Member Doug Thompson announces a conflict of interest regarding ReWorld, stating he is on the *Resource Recovery Facility Operating Committee* and would recuse himself from related discussions or activity.
- c. **Discussion of Memorandum of Understanding with the City of Bristol**
 - i. **Motion** by Chairman Suchinski, seconded by Member Kathy Langlais to add Executive Session to the agenda following Old Business.

All in Favor. Motion carried.

- ii. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to add Action as a Result of Executive Session to the agenda following Executive Session.

All in Favor. Motion carried.

9. Executive Session

- a. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to enter into Executive Session at 4:30 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.

All in Favor. Motion carried.

Executive Session ended at 5:03 p.m.

10. Action as a Result of Executive Session

- a. **Motion** by Chairman Suchinski, seconded by Member Donna Friday to have FordHarrison present the MOU to the City of Bristol.

All in Favor. Motion carried.

- b. **Motion** by Chairman Suchinski, seconded by Member Jeffrey Beauchamp to close the Thomaston Savings Bank account.

All in Favor. Motion carried.

- c. Director Palmeri inquired whether the Board was interested in his report. The Board Chair stated he had no interest and Member Thomas O'Brien referred his concerns to the Personnel Committee.

11. Adjournment

- a. **Motion** by Member Donna Friday, seconded by Member Kathy Langlais to adjourn at 5:07 p.m.

All in Favor. Motion carried.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health