

# BOARD OF HEALTH- FINANCE COMMITTEE MEETING

## MINUTES

September 1, 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:** Donna Friday, Committee Chairwoman  
Thomas O'Brien  
Doug Thompson, Burlington Town Selectman

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

The meeting was called to order by Committee Chairwoman Friday at 1:32 p.m.

### 1. Attendance

All Finance Committee Members present, no absences.

### 2. Review of Fiscal Year Ending June 30, 2026

- Discussion points:
  - i. Core vs Public Health services and roles. Future budget and allocations.
  - ii. Burlington Service Equity and Per Capita.
  - iii. City of Bristol contributions timing and affect.
  - iv. Legal Fees overbudget and underbudgets in salaries.
  - v. Grants reporting, budgeting and visibility.

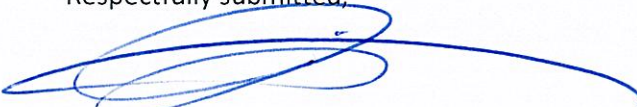
### 2. Review of YTD 26-27 Budget vs Actual Expenditures

- Discussion points:
  - i. Retro pay discussion and action item: Move retro pay paid in FY 26-27 to previous fiscal year (FY 25-26).
  - ii. Staff salary, pay and attendance data request.
  - iii. Auditors and next steps: Further auditor work expected; financials to be updated once related adjustments are finalized. Auditors to be invited to Finance Committee or BOH Meeting in the future.

### 3. Adjournment

Meeting adjourned by Committee Chairwoman Friday at 2:53 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS  
Director of Health