

DISTRICT BOARD OF HEALTH

Thursday, May 9, 2024

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 April 11, 2024**
- 3. Approval of Bills paid in April, 2024**
- 4. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health**
- 5. New Business**
 - a. Report from the Finance Committee**
 - b. Strategic Plan Discussion and possible committee formation**
 - c. Review of Board Retreat follow-up**
 - d. Board Self- Evaluation timing**
 - e. Liability insurance discussion with Shipman & Goodwin LLP**
- 6. Old Business**
 - a. Designate fund balance**
- 7. Anticipated Executive Session relating to Review of Confidential – Attorney Client Privileged Work Product and Pending or Threatened Actions Exempt from Disclosure**
- 8. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

April 11, 2024

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

Present: Shannon Mulz, Chairwoman
Jack Lu
James Moylan
Kathy Langlais

Bristol liaison: Mayor Jeffrey Caggiano

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary

Audience in Attendance: Skip Gillis, Bristol, CT

The meeting was called to order by Chairwoman Mulz at 3:01 p.m.

1. Audience Participation
2. Approval of the Board of Health Meeting Minutes March 14, 2024

Motion by Jack Lu, seconded by James Moylan to approve the Board of Health Meeting Minutes of March 14, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in March, 2024

Motion by James Moylan, seconded by Jack Lu to approve the March, 2024 bills.

All in Favor. Motion carried.

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

After a few minor glitches with a new system BBHD is using to record and post meeting minutes, Civic Clerk, Director Palmeri begins by announcing a member of the board, Ms. Friday, has resigned. Mayor Caggiano informed the board as well as BBHD of the typical process and procedure for board member resignation.

Director Palmeri discusses a possible conflict with the Lions Club performing eye exams in lieu of the school nurses.

Director Palmeri briefly goes over the ongoing Covanta situation, stating we are still in the process of obtaining legal representation. There is also discussion by the board regarding liability insurance for the board of health. This is also in process and we should be receiving a quote soon.

Director Palmeri announces that there is now a vacant position which will need to be filled. This position is the Community Health Worker (CHW) position.

Mr. Moylan asks to add an item to the agenda, which is a follow up on the board retreat from March 9, 2024. Director Palmeri briefly discusses the requests made by the board members during the board retreat, as well as a request made by Ms. Langlais to provide more detailed dental program data. Director Palmeri furnished this information and shared it with the board. Mr. Moylan asks how the board would like to proceed in terms of strategic planning. There is discussion among the board members and Mr. Lu suggests the strategic planner come to a board meeting and present for a brief five (5) to ten (10) minutes. Mr. Moylan states there should be a planned objective, which could also lead to more sub-committees within BBHD's board of health.

Director Palmeri briefly discusses the possibility of purchasing, with the assistance of our Public Health Nurse II, a data system which would ideally serve all of BBHD's data and record keeping needs.

5. New Business

a. Designate Fund Balance

Discussion by the board, Director Palmeri and Mr. Gillis regarding the total fund balance, assigning the fund balance and what percentage of BBHD's annual operating budget there should be available. There was discussion about the money allocated to compensated absences, and other ideas were given such as equipment upgrades and relocation costs in the future. Mr. Lu states and the board agrees that there should be no vote without Mr. Thompson present. Designation of fund balance will again be tabled until May's board meeting.

6. Old Business

7. Adjournment

Meeting adjourned by Chairwoman Mulz at 4:44 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

APRIL 2024
BILLS
FY 23-24

FICA	\$ 27,528.60	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
LIABILITY INSURANCE: LIFE/DISABILITY - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 250.00	
RENT & FUEL SURCHARGE	\$ 4,782.17	
LEGAL FEES	\$ 3,070.00	
LEGAL FEES - School Health (Shipman & Goodwin)	\$ 456.50	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 9,346.48	
-EQUIPMENT MAINTENANCE	\$ 969.64	
-TELEPHONE	\$ 886.67	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 612.31	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 93.48	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 77.43	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 116.34	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 338.67	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 416.67	
-EQUIPMENT		
-TELEPHONE	\$ 77.43	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 45.67	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE	\$ 232.29	
CDCY3 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES		
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES	\$ 8,942.11	
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 1,267.54	
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 2,000.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES	\$ 1,950.00	
LEAD GRANT		
-PROF. FEES	\$ 1,610.00	
-PROG. SUPPLIES		
Total:	\$ 65,070.00	



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Health Director's Report

May 9, 2024

PROGRAMS AND SERVICES

Environmental Health:

- Cosmetology: **3 inspections**
- Foodservice: **52 inspections; 4 plan reviews**
- General nuisance investigations: **5**
- Septic: **27 inspection; 19 plan reviews**
- Wells: **2 plan reviews**
- Childcare: **1 inspections**

Housing Code Enforcement:

- Complaint investigations: **31 new cases**
- Follow-up inspections: **9**

Lead Poisoning

- New Cases (3.5 ug/dl): **10**
- Inspections: **4**

Dental Program

- Husky claims submitted: **\$8,085.49**

School Health Program

- To be shared and discussed during the board meeting

Community/Public Health

- New clients: **8**
- Follow-up: **23**

EVENTS / INITIATIVES / ISSUES

- To be shared and discussed during the board meeting

Respectfully submitted,


Marco Palmeri

Dental Fiscal Report Numbers

Month	Student	Senior	Husky Dental Claims (Totals)
July '23	0	10	
August '23	0	9	
September '23	60	19	
October '23	161	16	\$1,259.30
November '23	485	6	\$5,698.99
December '23	259	20	\$5,027.40
January '24	435	18	\$6,175.41
February '24	326	5	\$6,650.29
March '24	557	17	\$5,760.64
April '24	496	14	\$8,085.49
May '24			
June '24			
Annual Total	2779	134	\$30,572.03
GRAND TOTAL	2913		\$ 30,572.03



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FY 20232024 Bristol-Burlington Health District Dental Hygienist Monthly Report

Bristol-Burlington Senior Dental Program

Month: April

Number of Clinic Sessions: 4

Total Number of Clients Served: 14

Number of Burlington Clients: 3

Number of New Clients Seen: 0

Number of Client Cancellations/No Shows: 4

Number of Referrals: 4

Remarks/Comments:



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Bristol-Burlington Health District Dental Hygienist Monthly Report

Name of Schools: Ivy, Immanuel Lutheran, Stafford, CHMS

Hygienist: Barbara

Month April 2024

SCHOOL DENTAL SERVICES

Total eligible (enrollment in program) (Sept, Oct. Stats)	1450
Consent forms returned (Sept, Oct. Stats)	1051
Dental Exams	167
Dental Cleanings	9
Referrals Sent	167
Emergency Care	11
Parent Consultations	6
Classroom Instruction	0
Other	0

Remarks/Comments:

I submitted \$2,873.36 in HUSKY claims for the month of April.

There was a week vacation this month



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Healthy People



Healthy Communities

Bristol-Burlington Health District Dental Hygienist Monthly Report

Name of Schools: West Bristol, Hubbell, Mountain View, BAIMS, St. Joseph

Hygienist: Marlena Wollman, RDH

Month: April 2024

SCHOOL DENTAL SERVICES

Total eligible (enrollment in program) (Sept, Oct. Stats)	2019
Consent forms returned (Sept, Oct. Stats)	1501
Dental Exams	101
Dental Cleanings	25
Referrals Sent	126
Emergency Care	19
Parent Consultations	7
Classroom Instruction	10
Other	

Remarks/Comments: This month I submitted **\$2,863.07** in dental claims.



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Bristol-Burlington Health District Dental Hygienist Monthly Report

Name of Schools: Combined Monthly Report (South Side, Greene Hills, St. Matthew, Northeast)

Hygienist: Misty Masotti-Diakon

Month: April 2024

SCHOOL DENTAL SERVICES

Total eligible (enrollment in program) (Sept, Oct. Stats)	1921
Consent forms returned (Sept, Oct. Stats)	1449
Dental Exams	127
Dental Cleanings	17 (12 with fluoride)
Referrals Sent	144
Emergency Care	20
Parent Consultations	3
Classroom Instruction	0
Other	0

Remarks/Comments:

-St. Matthew School has been completed for the year.

-I submitted \$2349.06 in Husky claims for April.

BBHD BOARD MEETING

SCHOOL HEALTH REPORT: 4/30/2024 for April 2024

NURSING STAFF

Interviews are ongoing to fill the vacant RN position.

SCHOOLS

The Superintendent has announced her retirement May 2024. The interim replacement has not yet been announced.

The two most recently hired RN's will be attending a conference May 2nd for new school nurses. This conference, "New School Nurse Orientation" is offered by the Ct Nurses Association and presented by the former school nurse liaison at the CT State Dept of Education. It, or something like this, may be a requirement for all new school nurses in the future. This program mirrors and reinforces BBHD's nurse orientation and will boost their retention, development and expand their knowledge of school health topics.

Best,

Liz McGuire BSN RN CPN
School Health Services Coordinator

Partnership activities	January	February	March	April
number of clients	8 new/11 follow up	6 new/9 follow up	8 new/31 follow up	8 new, 23 follow up
Behavioral Health referral	2	2	2	5
Primary care referral	4	5	5	9
dental referrral	4	5	3	3
detox referral	1	0	2	0
peer referral	1	0	1	0
elder abuse referral	0	0	0	0
Domestic Violence referral	0	0	0	0
Case management referral	0	0	0	0
211 referral	0	0	0	0
case coordination	1	1	2	2
medical teaching	0	0	3	4
shelter referral	1	2	0	0
housing referral	0	1	1	0
transportation assistance	6	6	6	10
environmental health referral	0	0	0	0
legal service aid	0	0	0	0
job assistance/training	1	0	0	0
community resource teaching	0	2	6	3
completed phone application	2	1	0	2
Other completed application	4	3	3	3
911 call	0	0	0	0
mobile crisis call	0	0	0	0
BP reading	0	1	4	6
narcan kit	0	0	0	3
fentanyl test strips	0	0	1	2
hygiene kit	0	0	0	0
bug spray	0	0	0	0
first aid	0	0	0	0



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To: Marco Palmeri, MPH, R.S, BBHD Director of Health
From: Erica Mikulak, MPH, BSc, Sanitarian/Housing Code Enforcement Official
Date: April 1st, 2024
Subject: April 1st, 2024 Monthly Report

April 1st- 112 Garfield Road, Housing Complaint Inspection
144 Garfield Road, Housing Complaint Inspection
218 West Street A1, Housing Complaint Inspection

April 2nd- Dirty Llama Meeting with Property Owner
Salon Halo, Routine Salon Inspection
912 Terryville Avenue, Code Enforcement Follow Up Complaint

Burlington

April 3rd- Code Enforcement Monthly Meeting, Bristol City Hall
524 Broad Street, Water Shut Off Follow Up Inspection
727 Pine Street, Water Shut Off Follow Up Inspection
240 Burlington Avenue #16, Water Shut Off Follow Up Inspection
40 Concord Street, Water Shut Off Follow Up Inspection
198 Sherwood Road, Water Shut Off Follow Up Inspection
64 Fourth Street, Water Shut Off Follow Up Inspection

April 4th- Sheriden Woods Class IV, Long Term Care Facility Routine Food Inspection
451 Divinity Street, Garbage/Refuse Complaint Inspection
Nefertari Hair Salon, Routine Salon Inspection
70 Jefferson Avenue, Housing Case Inspection/Meeting with Property Owner

April 5th- Burlington Town Hall Office Hours
39 Smith Lane, Hoarding Complaint Investigation
150 Covey Road, Blight Complaint Investigation

Burlington
Burlington
Burlington

April 8th- 44 Knollwood Road, Scarification
81 Wolcott Street, Housing Complaint Inspection/Code Enforcement Complaint
Powerhouse Gym, Code Enforcement Complaint Inspection
50 Emmett Street, Code Enforcement Complaint Inspection
74 Locust Street, Housing Complaint Inspection/Code Enforcement Complaint

Burlington

April 9th- Burlington Town Hall Office Hours
11 Foote Road, Housing Complaint Inspection
5 Foote Road, Housing Complaint Inspection

Burlington
Burlington
Burlington

April 10th- 72 Locust Street, Housing Case Inspection
81 Wolcott Street, Housing Case Inspection

April 11th- 42 Stafford Avenue, Housing Complaint Inspection
The Pines Class IV, Long Term Care Facility Routine Food Inspection
415 North Main Street APT 11, Housing Complaint Inspection



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April 12th- Burlington Town Hall Office Hours
39 Smith Lane, Team Meeting
148 Covey Road, Team Meeting

Burlington

April 15th- 74 Locust Street, Housing Case Inspection
81 Wolcott Street, Housing Case Inspection

April 16th- 22 Intervale Road, Soil Testing
17 Evergreen Street, Housing Case Inspection/Code Enforcement Complaint
22 Intervale Road, Perc Test

Burlington

Burlington

April 17th- BBHD Zoom Meeting for New Technology Platform
CEHA Monthly Meeting, Zoom
Code Enforcement Monthly Meeting, Mayors Office

April 18th- April Citation Monthly Hearing, Bristol City Hall

April 19th- 358 George Washington TPKE, Soil Testing
Burlington Town Hall Office Hours
127 Rock Road, B-100a
Lake Compounce Food Inspections Pre-Operational

Burlington

Burlington

Burlington

April 22nd- Lake Compounce Food Inspections Pre-Operational
5 Upson Street APT. 8, Housing Case Inspection
81 Wolcott Street, Housing Case Inspection
121 Fern Hill Road, Housing Case Inspection/Code Enforcement Complaint

April 23rd- Burlington Town Hall Office Hours
35 Nicholas Drive, Housing Case Inspection/Follow-up
32 Duncan Street, Code Enforcement Complaint Inspection
40 Townline Road, Tank Only Inspection

Burlington

Burlington

April 24th- 124 Vance Drive, Housing Case Inspection
Dirty Llama, Code Enforcement Complaint Inspection
8-10 Summer Street, Code Enforcement Complaint Inspection

April 25th- Water and Sewer Plant Department Tour
222 East Main Street Housing Case Inspection
71 Gridley Street 3rd Floor Housing Case Inspection
72 Jefferson Street, Housing Case Inspection/Fair Rent Complaint

April 26th- 5 Valley View Lane, Tank Only
Burlington Town Hall Office Hours
Batchy Brew Class I, Food Truck/Trailer Routine Inspection
51 Knollwood Road, Tank Only

Burlington

Burlington

Burlington

April 29th- Pool Inspection Training, West Hartford Town Hall
268 Spielman HWY, Oil Spill Investigation
Hunters Crossing Inground Pool Stakeout Inspection B-100a
62 El Torro Road, Oil Spill Investigation

West Hartford

Burlington



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Healthy People



Healthy Communities

April 30th- 566 Willis Street, Tank Only
Burlington Town Hall Office Hours

Burlington

This is a monthly report of site inspections and does not include office work



Healthy People



Healthy
Communities

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To: Marco Palmeri, MPH, RS, BBHD Health Director

From: Vanessa Rodrigue, BS, Sanitarian

Date: April 1st

Subject: April 1st, 2024 Monthly Report

April 1st

Bristol Hospital Routine inspection

24 Richmond Place lead check in

110 Divinity Street lead check in

April 2nd

Route 6 mini mart

Public Works sound check in

639 Lake Ave sound check in

25 South Washington Plainville device collection

20 Oak Road device collection

April 3rd

Komanetsky routine inspection

Sakura routine inspection shut down

April 4th

Lemongrass walk through with new owner

Burlington

Sakura issued order

14 Polly Dan septic site visit

April 5th

14 Polly Dan final tank only

Public Works sound check in

639 Lake Ave sound check in

William and Son walk through

April 9th

Sakura check in

Public works sound check in

639 Lake Avenue sound check in

44 Knollwood septic inspection

Burlington

16 Mill Pond Drive sound device set up

April 10th

Sakura check in

24 Richmond final visual

44 Knollwood septic inspection

Charming Thai restaurant pre operational

Uncle Sam routine inspection

Burlington

April 11th

44 Knollwood septic

93 Queen Street final visual

24 Richmond Place exterior visual

Burlington

April 12th

Public Works device take down

639 Lake Ave device take down

16 Mill Pond Drive device take down

Charming Thai Restaurant final pre op

Burlington

April 15th

Sakura check in

24 Richmond check in

April 16th

68 Baldwin soil testing

341 Fall Mountain Road soil testing

Little League Forestville routine inspection

April 17th

Max Pizza routine inspection

88 Baldwin check in

Sakura check in

Charming Thai restaurant check in

12 Rabbit Trail final septic inspection

April 18th

Savory Concepts complaint investigation

Chopsticks check in

Pequabuck golf course check in

April 19th

24 Richmond place 2nd floor walk through

Lake Compounce Sweet shoppe pre op

Lake Compounce johnny rocket pre op

Lake Compounce creamery pre op	
Lake Compounce potato patch pre op	
Lake Compounce timber jack pre op	
Evening Sky Brewery for Richs Wings and Things routine inspection	Burlington
Burlington Little League pre op	Burlington

April 22nd

Lake Compounce potato patch pre op
 Lake Compounce timber jack pre op
 Lake Compounce Sweet shoppe pre op
 Lake Compounce johnny rocket pre op
 Savory Concept check in
 93 Queen Street abatement first floor check in
 411 North Main Street walk through

April 23rd

Greenhouse Café routine inspection	Burlington
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April 24th

4 Venture Way soil testing	Burlington
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April 25th

Water Sewer tour
 Pet Supplies inspection

April 26th

Lake compounce pre operational
 Queen Street walk through

April 29th

Queen Street final visual	
62 El Torro oil spill	
Burlington Congretional church oil spill	Burlington
59 Hunter Crossing stake out	Burlington
West Hartford town hall pool training	
Pet Supplies inspection	

April 30th

68 Baldwin Soil testing
 William and Son check in

This is a monthly report of site inspections and does not include office work



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Healthy People



Healthy Communities

To: Marco Palmeri RS. MPH BBHD Health Director
From: Phyllis Amodio, R.S., M.P.H., Chief Sanitarian
Date: April
Subject: April 2024 Monthly Report

April 1 6 Woodcreek – B-100a inspection

April 4 Just Blowin Smoke Food truck – inspection

April 5 Military Event Page park – site inspection food service
1 Westland B-100 – partial inspection **Burlington**
68 Baldwin – septic inspection

April 6 Temp event Rockwell Park – food truck /booth inspections

April 8 Jimmys Rest – patio permit inspection
Hamblers Rest – dumpster overflow complaint

April 9 245 Main ST – proposed renovation inspection
Charmed Thai – pre operational **Burlington**

April 10 Tommys Market III- inspection renovations

April 11 Forestville LL concession – pre operational

April 12 McCabe Water concession
Brooklyn Deli II – routine inspection

April 15 1 Westland B-100 – inspection **Burlington**
Kordas Korner Child Care – routine inspection **Burlington**
73 Deer Run – septic **Burlington**

April 16 65 Baldwin – soil testing
Taste China III – reinspection
341 Fall Mt Rd – soil testing
341 fall Mt Rd – percolation testing
Tommys Market III reinspection renovation

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Healthy People



Healthy Communities

April 17 CEHA monthly meeting – Uncasville

April 18 1019 Farmington Ave – salon preoperational inspection

April 19 2 Ryans Way septic repair partial **Burlington**

April 22 2 Ryans Way – septic repair final **Burlington**

April 23 Greenhouse III- routine inspection **Burlington**

April 25 Bristol Water reservoir tour

April 27 Drug Take back event **Burlington**

April 30 Central high school – renovation inspection
68 Baldwin deep hole testing
Bez Food Mart I – routine inspection and complaint
342 Lake Ave – site inspection

This is a monthly report of site inspections and does not include office work