

## **DISTRICT BOARD OF HEALTH**

Thursday, November 14, 2024

3:00 p.m.

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

### **AGENDA**

- 1. Audience Participation (5 Minutes)**
- 2. Approval of Board of Health Meeting Minutes of October 10, 2024 (5 Minutes)**
- 3. Approval of Bills paid in October, 2024 (5 Minutes)**
- 4. Old Business (5 Minutes)**
- 5. New Business (45 Minutes)**
  - a. Finance Committee Report**
  - b. Update on Strategic Plan**
  - c. Directors and Officers Insurance**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (25 Minutes)**
- 7. Adjournment**

# BOARD OF HEALTH MEETING

## MINUTES

October 10, 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: James Moylan, Chairman  
Jack Lu, Vice Chairman  
Shannon Mulz  
Kathy Langlais  
Joshua Plourde, Burlington Representative  
Robert Wetmore

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  
Doug Thompson

The meeting was called to order by Chairman Moylan at 3:05 p.m.

1. Audience Participation
2. Approval of the Board of Health Meeting Minutes September 12, 2024

Motion by Robert Wetmore, seconded by Jack Lu to approve the Board of Health Meeting Minutes of September 12, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in September, 2024

Motion by Shannon Mulz, seconded by Joshua Plourde to approve the September, 2024 bills.

All in Favor. Motion carried.

4. Old Business

a. Designate Fund Balance

- i. There is discussion among the board members regarding different possible designations of the fund balance such as vulnerabilities due to unexpected costs and future emergency situation planning. Mr. Moylan states to the board, for informational purposes, that BBHD's funds are not separate from the City of Bristol's funds. Director Palmeri and Mr. Gillis then go over the recommended fund balance allocations. It is also reiterated that these numbers can be changed and voted on by the board as needed. Mayor Caggiano states to the board that the City of Bristol is

well capitalized and there would be protections for BBHD from the Federal Government as well as the City of Bristol in an emergency situation. Director Palmeri also notes the importance of BBHD having our own plan and fund.

**Motion** by Jack Lu, seconded by Joshua Plourde to designate BBHD's fund balance as recommended by the BBHD team.

**All in Favor. Motion carried.**

## **5. New Business**

### **a. Review of the first quarter Public Health Services Allocation**

- i. Director Palmeri explains the drivers behind the new Public Health Services division and the detail of the related allocable revenue and operating expenditures. As anticipated, this detail outlines that BBHD's Public Health Services division is extremely close to the estimated cost per quarter. Director Palmeri also notes that when it comes to services exclusive to and fully funded by the City of Bristol, BBHD will plan to use under-budget line items to subsidize the cost to the City of Bristol in the next budget year.

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

Director Palmeri begins his report by announcing BBHD's Chief Sanitarian, Phyllis Amodio, has retired after thirty-six (36) years with BBHD. She has agreed to contract with BBHD to provide necessary services for the period of one (1) year. Mr. Moylan then asks Director Palmeri about information he has seen regarding lead and related funding. Director Palmeri explains this funding is to remove lead piping. Mr. Wetmore asks what BBHD's responsibility is when a lead pipe issue arises in a private building. Director Palmeri quickly informs Mr. Wetmore of BBHD's procedure.

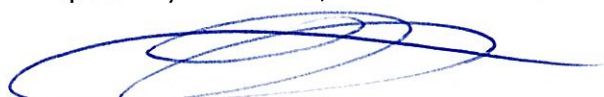
Director Palmeri briefly discusses water contamination as well as recent findings from another town in CT. He then states there have been no Husky claims as of yet with school having recently begun, as well as the continued need for BBHD to use agency nurses. Two (2) Registered Nurses have recently left BBHD. Director Palmeri notes that our district is still managing pertussis cases. Director Palmeri states that there have been less opioid related deaths and that BBHD is preparing for weather related events.

Director Palmeri describes the Community Health Fair which took place on October 5, 2024 was a great success with forty-four (44) vendors present. Over one-hundred fifty-five (155) residents attended. Director Palmeri and Mr. Thompson also summarized a meeting they had with State Representative Henri Martin and others regarding Reworld.

## **7. Adjournment**

Meeting adjourned by Chairman Moylan at 4:37 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS  
Director of Health

October 2024  
BILLS  
FY 24-25

|                                                              |               |  |
|--------------------------------------------------------------|---------------|--|
| FICA                                                         | \$ 33,634.32  |  |
| LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core |               |  |
| - School Health Program                                      |               |  |
| - School Dental Program                                      |               |  |
| - Housing Program                                            |               |  |
| POSTAGE                                                      |               |  |
| RENT & FUEL SURCHARGE                                        |               |  |
| LEGAL FEES                                                   | \$ 1,079.00   |  |
| LEGAL FEES - School Health (Shipman & Goodwin)               |               |  |
| CORE MISC                                                    |               |  |
| CORE -                                                       |               |  |
| -PROFESSIONAL FEES                                           | \$ 3,940.67   |  |
| -KRONOS                                                      | \$ 259.05     |  |
| -EQUIPMENT MAINTENANCE                                       | \$ 1,344.35   |  |
| -TELEPHONE                                                   | \$ 580.31     |  |
| -TRAVEL REIMBURSEMENT                                        |               |  |
| -PRINTING & BINDING                                          |               |  |
| - ADVERTISING                                                |               |  |
| -PROGRAM SUPPLIES                                            | \$ 7,735.70   |  |
| -MOTOR FUELS                                                 |               |  |
| -OFFICE SUPPLIES                                             | \$ 353.81     |  |
| -CONF. & MEMBERSHIPS                                         |               |  |
| -MISCELLANEOUS                                               |               |  |
| HOUSING                                                      |               |  |
| -PROFESSIONAL FEES                                           |               |  |
| -TELEPHONE                                                   | \$ 38.79      |  |
| -TRAVEL REIMBURSEMENT                                        |               |  |
| -PROGRAM SUPPLIES                                            | \$ 153.64     |  |
| -CONFERENCE                                                  |               |  |
| SCHOOL DENTAL                                                |               |  |
| -TRAVEL                                                      |               |  |
| -PROGRAM SUPPLIES                                            | \$ 3,765.13   |  |
| -MACHINERY & EQUIPMENT                                       |               |  |
| -CONFERENCE & MEMBERSHIP                                     | \$ 330.00     |  |
| SCHOOL HEALTH                                                |               |  |
| -PROFESSIONAL FEES                                           | \$ 13,195.92  |  |
| -EQUIPMENT                                                   |               |  |
| -TELEPHONE                                                   | \$ 38.79      |  |
| -TRAVEL REIMBURSEMENT                                        |               |  |
| -PROGRAM SUPPLIES                                            | \$ 7,045.88   |  |
| -CONFERENCE & MEMBERSHIP                                     |               |  |
| EMERG GRANT                                                  |               |  |
| -TELEPHONE                                                   | \$ 116.37     |  |
| CDCY3 GRANT                                                  |               |  |
| -CONF. & MEMBERSHIPS                                         |               |  |
| -PROGRAM SUPPLIES                                            | \$ 100.00     |  |
| -PROFESSIONAL FEES                                           |               |  |
| ELC24 GRANT                                                  |               |  |
| -PROGRAM SUPPLIES                                            |               |  |
| -PROF. FEES                                                  |               |  |
| -ADMIN FEES                                                  |               |  |
| -REPAIRS AND MAINTENANCE                                     |               |  |
| -AUTO INSURANCE                                              |               |  |
| -MOTOR FUELS                                                 |               |  |
| -OFFICE SUPPLIES                                             |               |  |
| -VEHICLE LEASE                                               |               |  |
| IMM25 GRANT                                                  |               |  |
| -PROF. FEES                                                  | \$ 6,505.48   |  |
| -PROG SUPPLIES                                               | \$ 45,365.00  |  |
| WFD24 GRANT                                                  |               |  |
| -PROF. FEES                                                  | \$ 2,920.00   |  |
| -CONF. & MEMBERSHIP                                          |               |  |
| -PROG. SUPPLIES                                              |               |  |
| LEAD GRANT                                                   |               |  |
| -PROF. FEES                                                  | \$ 1,620.00   |  |
| -PROG. SUPPLIES                                              |               |  |
| Total:                                                       | \$ 130,122.21 |  |