

DISTRICT BOARD OF HEALTH

Thursday, February 13, 2025

3:00 p.m.

Bristol-Burlington Health District Office

240 Stafford Avenue

Bristol, CT 06010

This meeting will become virtual in the event of inclement weather – Please check the CivicPlus Board Portal for updates. <https://bristolct-gov.zoom.us/j/86357469788?pwd=CETK4UEgbzIaU9fIHGFVDDj3xjakuk.1>

AGENDA

- 1. Audience Participation (5 Minutes)**
- 2. Approval of Board of Health Meeting Minutes of January 9, 2025 (5 Minutes)**
- 3. Approval of Bills paid in January, 2025 (5 Minutes)**
- 4. Old Business (25 Minutes)**
 - a. Retreat Follow-Up (10 Minutes)**
 - b. Executive Committee Discussion and Vote (15 Minutes)**
- 5. New Business (30 Minutes Total)**
 - a. Finance Committee Updates (15 Minutes)**
 - b. New Board Member Onboarding (15 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (15 Minutes)**
- 7. Anticipated Executive Session relating to current legal matters.**
- 8. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

January 9, 2025

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
Kathy Langlais
Robert Wetmore
Shannon Mulz
Joshua Plourde, Burlington Representative

Staff present: Marco Palmeri, MPH, RS, Director of Health
Caitlynn Magda, Assistant Office Manager, Board of Health Secretary

Audience in Attendance: Skip Gillis, Bristol, CT
Doug Thompson, Selectman, Town of Burlington, CT
Mayor Jeffrey Caggiano

The meeting was called to order by Chairman Moylan at 3:03 p.m.

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

Motion by Jack Lu, seconded by Kathy Langlais to approve the Board of Health Meeting Minutes of November 14, 2024.

Five in Favor. One abstained.

3. Approval of Bills paid in November and December, 2024

Motion by Jack Lu, seconded by Joshua Plourde to approve the November and December, 2024 bills.

All in Favor. Motion carried.

4. Old Business

- a. Designate Fund Balance and MOU with City of Bristol update
 - i. Director Palmeri briefly reiterates the BBHD Fund Balance recommendations to the Board of Health and recommends a vote. Chairman Moylan goes over the Fund Balance Policy with the City of Bristol noting key factors such as the omittance of Husky revenue. Mr. Gillis explains the changes which have occurred since BBHD last met with the City of Bristol. There is discussion among the board members regarding the definition of certain allocation names.

Motion by Robert Wetmore, seconded by Shannon Mulz to approve the Fund Balance Designations.

All in Favor. Motion carried.

5. New Business

a. Finance Committee Report and 2026 Budget Review and Approval

- ii. Mr. Lu discusses the last Finance Committee Meeting, noting that the proposed budget was reviewed in detail and outlines the proposed budget documents that have been given to the board members. The following key points are as follows:
 - i. This year's budget increase is 5.6% which is higher than in previous years and is in part due to the health benefits rate increase of 13% per the City of Bristol. Mr. Wetmore also clarifies that the percentage of increase would be lower if not for the large benefits increase.
 - ii. A cost-of-living increase has been factored into the FY 25-26 budget. Mrs. Mulz asks if this happens every three years. Director Palmeri briefly explains the union contract salary steps as well as that a cost-of-living increase does not always happen. This will depend upon the status of negotiations with regards to the upcoming union contract expiration.
 - iii. Discussion among Director Palmeri and the board members regarding past negotiations.

Motion by Jack Lu, seconded by Robert Wetmore to approve the Proposed Fiscal Year 2025-2025 Budget.

All in Favor. Motion carried.

b. Board Retreat Update

- i. Chairman Moylan goes into discussion regarding the upcoming Board Retreat on January 25, 2025.
 - i. Chairman Moylan discusses how BBHD will continue to grow and the responsibilities and roles of the board members.
 - ii. Mr. Wetmore asks about liabilities to the board members, to which Mr. Wetmore is reminded that BBHD is pursuing Directors & Officers Liability Insurance.
 - iii. Director Palmeri suggests any interested attend a workshop the DPH will be hosting to learn more about the roles and responsibilities of a Board of Health.
 - 1. Chairman Moylan to send out statute information to board members regarding liability and responsibility.

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

- a. Director Palmeri has quickly gone through his Director's Report due to both time constraints as well as his providing this information in a written report.

- i. Environmental Health:
- ii. School Dental:
- iii. School Health:
 - 1. Director Palmeri shares that due to the diligence and dedication of our Staff, BBHD has been able to assist a school aged child and their family in many impactful and positive ways.
- iv. Public & Community Health:
- v. Events/ Initiatives:

7. Executive Session relating to legal matters.

Motion to enter into Executive Session by Shannon Mulz, seconded by, James Moylan at 4:04 p.m.

All in Favor. Motion carried.

8. Adjournment

Meeting adjourned by Chairman Moylan at 4:49 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

**JANUARY 2025
BILLS
FY 24-25**

FICA	\$ 44,060.02	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 293.96	
RENT & FUEL SURCHARGE		
LEGAL FEES	\$ 6,320.00	
LEGAL FEES - School Health (Shipman & Goodwin)		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 6,668.13	
-KRONOS	\$ 259.05	
-EQUIPMENT MAINTENANCE	\$ 774.36	
-TELEPHONE	\$ 278.23	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 1,439.29	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 862.74	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS	\$ 50.00	
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE		
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 382.66	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 521.39	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 24,280.89	
-EQUIPMENT		
-TELEPHONE		
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 3,338.53	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE		
CDCY3 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES		
-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	\$ 7,550.91	
-PROG SUPPLIES	\$ 760.19	
WFD24 GRANT		
-PROF. FEES	\$ 1,740.00	
-CONF. & MEMEBESHIP	\$ 500.00	
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 280.00	
-PROG. SUPPLIES		
Total:	\$ 100,360.34	