

DISTRICT BOARD OF HEALTH

Thursday, March 13, 2025
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 February 15, 2025 (5 Minutes)**
- 3. Approval of Bills paid in February, 2025 (5 Minutes)**
- 4. Old Business (45 Minutes Total)**
 - a. Decision on Mission, Vision and Values (15 Minutes)**
 - b. Follow up on D&O Insurance (Risk review by Shipman & Goodwin) (10 Minutes)**
 - c. Status of space renovations/ Board of Ed (5 Minutes)**
 - d. Finalize New Board Member Onboarding Checklist (15 Minutes)**
- 5. New Business (15 Minutes)**
 - a. Finance Committee Update (15 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (20 Minutes)**
- 7. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

February 13, 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
Louise McGlone, Office Manager, Board of Health Secretary

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

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 January 9, 2025

Motion by Kathy Langlais, seconded by Joshua Plourde to approve the Board of Health Meeting Minutes of January 9, 2025.

All in Favor. Motion carried.

3. Approval of Bills paid in January, 2025

Motion by Shannon Mulz, seconded by Robert Wetmore to approve the January, 2025 bills.

All in Favor. Motion carried.

4. Old Business

- a. Board Retreat Follow-Up
 - i. The BBHD Board Retreat, which took place January 25, 2025, was described as a positive, team building and informative experience which held value and will likely be held again in the future.
- b. Executive Committee Discussion and Vote
 - i. Discussion surrounding an Executive Committee for BBHD's Board of Health. Chairman Moylan gave an example of duties for this committee, citing an expiring contract which they could take a look at. There was brief discussion and agreement regarding who should serve on the Executive Committee.

Motion by Jack Lu, seconded by Robert Wetmore to appoint Kathy Langlais, Joshua Plourde and James Moylan to the Executive Committee.

All in Favor. Motion carried.

5. New Business

a. Finance Committee Updates

- i. A one-page summary of BBHD's current grants was presented at the Finance Committee Meeting on February 7, 2025. This report will now be presented to the Finance Committee on a quarterly basis. Discussion took place explaining the variables within grants such as payment schedules and managing deliverables. It is noted that BBHD has good financial controls and separation of duties.
- ii. To update the Board regarding the D & O Insurance pursuit, BBHD received one quote in December of 2024 and another in January of 2025 with two other companies declining to cover. It was noted that our current attorney has agreed to assist with looking for further insurance policies.
- iii. BBHD will attend a meeting with the City of Bristol regarding the upcoming fiscal year's budget as well as our approved Fund Balance assignments on February 21, 2025.
- iv. Chairman Moylan has put together a one-page summary or checklist of onboarding items for new board members going forward. This checklist is well received by the board members. Discussion included the addition of information on NALBOH as well as the term of the appointment. Chairman Moylan stated it may be time to look at the language of the BBHD By-Laws as some of it is outdated.

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

- a. Director Palmeri has gone through his Director's Report and made note of the following:
 - i. Environmental Health:
 1. Very busy with septic, new and existing food establishments and housing complaints. There have been fewer no-heat complaints input this year.
 - ii. School Dental:
 1. Director Palmeri briefly discusses BBHD's Husky reimbursement submissions and thanks Ms. Langlais for her time spent with our dental hygienists.
 - iii. School Health:
 1. Director Palmeri states that although there are two staff members out for long periods, School Health is now fully staffed despite the need to utilize agency nurses.
 - iv. Public & Community Health:
 1. BBHD has been receiving more referrals from Bristol Hospital and private practice. Director Palmeri also announces that BBHD is now an approved certified laboratory however we would need equipment to perform tests and services such as wellness and employment screenings. BBHD's current attorney has also agreed to represent and assist with our future business plans.

v. Events/ Initiatives/ Misc. Information:

1. There is a potential delay with BBHD's move due to a building issue at Edgewood School. The B.O.E. will likely use BBHD's new space as a temporary space for pre-school children.
2. **Announcement:** Mrs. Mulz announces her resignation from the Board of Health effective immediately. February's meeting will be her last. The Board thanks her for all she has done for BBHD and the Board of Health.

7. **Executive Session relating to legal matters.**

Motion to enter into Executive Session by Shannon Mulz, seconded by, Jack Lu at 4:05 p.m.

All in Favor. Motion carried.

8. **Adjournment**

Meeting adjourned by Chairman Moylan at 4:45 p.m.

Respectfully submitted,

A handwritten signature in blue ink, consisting of a large, stylized 'M' followed by a long horizontal stroke that extends to the right.

Marco Palmeri, MPH, RS
Director of Health

**FEBRUARY 2025
BILLS
FY 24-25**

FICA	\$ 29,934.94	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE		
RENT & FUEL SURCHARGE		
LEGAL FEES	\$ 4,769.00	
LEGAL FEES - School Health (Shipman & Goodwin)		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 18,031.50	
-KRONOS	\$ 269.42	
-EQUIPMENT MAINTENANCE	\$ 684.84	
-TELEPHONE	\$ 600.65	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 940.09	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 83.62	
-CONF. & MEMBERSHIPS	\$ 207.86	
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 67.92	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 1,487.17	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 23,445.90	
-EQUIPMENT		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 2,865.81	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE	\$ 116.43	
CDCY4 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	\$ 7,854.52	
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 1,440.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 1,320.00	
-PROG. SUPPLIES		
Total:	\$ 94,197.29	