

BOARD OF HEALTH MEETING

MINUTES

March 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
Joshua Plourde, Burlington Representative

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 Chairman Moylan at 3:03 p.m.

1. Audience Participation

2. Approval of the Board of Health Meeting Minutes February 13, 2025

Motion by Robert Wetmore, seconded by Joshua Plourde to approve the Board of Health Meeting Minutes of February 13, 2025.

All in Favor. Motion carried.

3. Approval of Bills paid in February, 2025

Motion by Kathy Langlais, seconded by Joshua Plourde to approve the February, 2025 bills.

All in Favor. Motion carried.

4. Old Business

a. Discussion on Mission, Vision and Values

- i. The Board has been working on a document collaboratively to define what BBHD's mission, vision and values are. There was discussion regarding the length and wording as well as inclusivity for all. There was concern that BBHD could be constrained by our mission should it be worded improperly or not reflective of what BBHD does in the community. **Action item:** make the BBHD Logo more clear and the details within it more easily visible.
- i. The Board Members settled on the Mission Statement verbiage: ***"Healthy People, Healthy Communities"*** since it is simple, yet encompassing.

Motion by Robert Wetmore, seconded by Joshua Plourde to approve the BBHD Mission Statement *"Healthy People, Healthy Communities"*.

All in Favor. Motion carried

- b. Follow Up on D&O Insurance (Risk Review by Shipman & Goodwin)
 - i. BBHD has two current quotes for D&O coverage. There has been discussion with Shipman and Goodwin law firm with regards to assisting BBHD with our future endeavors to which they have agreed. **Action item:** April agenda item- risk review meeting with Shipman & Goodwin.
- c. Status of space renovations/ Board of Ed
 - i. BBHD's prospective new space within the current Senior Center building is currently being used by the BOE for preschool children, hopefully until June of 2025. Chairman Moylan asks if this changes anything with regards to our clinic plans. Director Palmeri informs him that it does, and the clinic is on hold at this time. Director Palmeri notes that while this is a set-back, there is no reason to deny school aged children a structurally safe learning environment. Director Palmeri is also working on collaborating with a local dentist and physician to assist with community needs.
- d. Finalize New Board Member Onboarding Checklist
 - i. All members agree that the new member checklist is complete and agree to use this form for the next new board member. Board Secretary Louise McGlone also agrees to use this form and provide feedback.

5. New Business

- a. Finance Committee Updates
 - i. Vice Chairman Lu summarizes the meeting held on February 21, 2025 with the City of Bristol's Finance team, BBHD Management and the BBHD Finance Committee for the purpose of discussing the Fund Balance assignments as well as the 2025-2026 Budget. Vice Chairman Lu shares the following takeaways:
 - 1. The City of Bristol has limited understanding of our operation and would benefit from a yearly narrative.
 - 2. BBHD has demonstrated to both the City of Bristol and the Board that we have strong fiscal management skills.
 - 3. Communication goes a long way – there was an expectation that BBHD would be challenged by the City of Bristol regarding the budget amounts proposed, however through better communication an understanding was reached on both sides.
 - ii. **Note:** BBHD's Public Hearing will be held on April 10, 2025 at 2:30p.m.

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 as usual.
 - ii. School Dental:
 - 1. Director Palmeri notes that BBHD will provide mentoring by one of our Dental Hygienists for students of Tunxis Community College. BBHD is recognized by several colleges and universities as a place to send students for mentoring and internship.

iii. School Health:

1. Director Palmeri notes that two school health employees have resigned however one vacancy was filled previous to that. Director Palmeri also explains that when a Health Aide leaves BBHD, they are replaced by and LPN and when an RN leaves, they are replaced by an RN.

iv. Public & Community Health:

1. BBHD has been approved for roster billing through Medicare and we are waiting for clinical approval.

v. Events/ Initiatives/ Misc. Information:

1. It is noted to the board members, for informational purposes, that there only need be a Board of Health meeting once quarterly.

7. Adjournment

Meeting adjourned by Chairman Moylan at 4:30 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS

Director of Health