

DISTRICT BOARD OF HEALTH

Thursday, June 12, 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 May 8, 2025 (5 Minutes)**
- 3. Approval of Bills paid in May, 2025 (5 Minutes)**
- 4. Old Business (15 Minutes)**
 - a. D&O Follow Up Information (15 Minutes)**
- 5. New Business (35 Minutes)**
 - a. Introduction of new Board member: Chris Hayden (5 Minutes)**
 - b. Discussion and Vote on Dental Equipment F.B. Usage (15 Minutes)**
 - c. Update on Covanta, Union Negotiations, and Renovations of New Space (15 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (25 Minutes)**
- 7. Anticipated Executive Session relating to Personnel**
- 8. Adjournment**

MAY 2025
BILLS
FY 24-25

FICA	\$ 29,805.06	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE		
RENT & FUEL SURCHARGE	\$ 4,715.23	
LEGAL FEES	\$ 3,272.00	
LEGAL FEES - School Health (Shipman & Goodwin)	\$ 2,319.00	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 14,162.33	
-KRONOS	\$ 269.42	
-EQUIPMENT MAINTENANCE	\$ 12,978.58	
-TELEPHONE	\$ 599.82	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING	\$ 89.71	
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 204.98	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 270.94	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 71.99	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES		
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 7,495.81	
-EQUIPMENT		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 991.04	
-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		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES		
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 910.00	
-PROG. SUPPLIES		
Total:	\$ 78,349.96	

BOARD OF HEALTH MEETING

MINUTES

May 8, 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
Angelika Karwowski, Program Manager
Kristina Tanguay, Public Health Nurse II
Jessica Mastropiero, Community Health Worker

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 3:00 p.m.

1. Audience Participation
2. Approval of the Board of Health Meeting Minutes April 10, 2025

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

All in Favor. Motion carried.

3. Approval of Bills paid in April, 2025

Motion by Jack Lu, seconded by Kathy Langlais to approve the April, 2025 bills.

All in Favor. Motion carried.

4. Old Business

- a. Narcan Training

- i. BBHD employees Tina Tanguay, Public Health Nurse II and Jessica Mastropiero, Community Health Worker, presented the Board of Health with Narcan/ Naloxone training. They also provided an in-depth synopsis of how Narcan works and the current substance issues facing our community.
 - i. Vice Chairman Lu recaps old business noting that now the entire BBHD Board of Health is Narcan trained.

5. New Business

- a. Report from the Finance Committee
 - i. Finance Committee Chairman Lu makes note of the third quarter financial review during the committee's April 2025 meeting.
 - 1. Q3 results are on track with revenue and expenses.
 - 2. BBHD is monitoring staffing vacancies and is commended for being fiscally responsible.
 - 3. BBHD's Fund Balance is briefly discussed with the following noted:
 - a. City of Bristol approved \$100K reduction in BBHD's approved FY 25-26 budget.
 - b. Strategies in place such as the MOU with the City of Bristol and fund balance designations, which can be modified by the Board of Health.

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. Nothing specifically noteworthy or unusual. Licensing season has begun.
 - ii. School Dental:
 - 1. Status quo; Husky reimbursements will slow or stop during the summer.
 - iii. School Health:
 - 1. One of BBHD's School Nurses is retiring in June 2025 after 19 years.
 - 2. One of BBHD's newer School Nurses has resigned due to child care needs.
 - a. Director Palmeri briefly discusses the possibility of per diem or part time nursing opportunities in the future.
 - iv. Public & Community Health:
 - 1. Narcan training provided
 - a. Doug Thompson recognizes the collaborative efforts of BBHD with the Town of Burlington and thanks BBHD.
 - v. Events/ Initiatives/ Misc. Information:
 - 1. Director Palmeri makes note that BBHD's Program Manager, Angelika Karwowski, MPH, will be present at the BOH meetings going forward and will act as a backup in the event the Director of Health cannot attend a meeting.
 - 2. D & O insurance was very briefly discussed since there are now three quotes and the BOH decided to act on the first quote received by *Professional Gov't Underwriters, LLC*.

Motion by Jack Lu, seconded by Joshua Plourde to approve the first D&O Insurance option and move forward with binding coverage for July 1, 2025.

All in Favor. Motion carried.

7. Adjournment

Meeting adjourned by Chairman Moylan at 4:17 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health