

DISTRICT BOARD OF HEALTH

Thursday, September 11, 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 June 12, 2025 (5 Minutes)**
- 3. Approval of Bills paid in June, July and August, 2025 (5 Minutes)**
- 4. Old Business (15 Minutes)**
- 5. New Business (25 Minutes)**
 - a. Introduction of new Board member: Brian Suchinski (5 Minutes)**
 - b. Discussion and Vote on Chairman and Vice Chairman of the Board (10 Minutes)**
 - c. Discussion and Vote on Finance Committee and Chairman of the Finance Committee (10 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (35 Minutes)**
- 7. Anticipated Executive Session relating to Legal Matter**
- 8. Adjournment**

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**BOARD OF HEALTH MEETING
MINUTES
June 12, 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

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

The meeting was called to order by Chairman Moylan at 3:00 p.m.

1. Audience Participation

- a. Ian Stauble with the Bristol Edition was present for the BOH Meeting for the purpose of gaining information relevant to the "Covanta Update" listed on June's agenda.

2. Approval of the Board of Health Meeting Minutes May 8, 2025

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

All in Favor. Motion carried.

3. Approval of Bills paid in May, 2025

Motion by Joshua Plourde, seconded by Jack Lu to approve the May, 2025 bills.

All in Favor. Motion carried.

4. Old Business

- a. D&O Follow Up Information:
 - i. Mrs. McGlone discusses the new insurance coverage starting July 1, provided by Indian Harbor Insurance Company.
 - ii. Chairman Moylan confirms the current lack of coverage until July 1 and the importance of proper risk assessment.

5. New Business

- a. Introduction of New Board Member: Chris Hayden:

- i. Chairman Moylan introduces Chris Hayden, the new firefighter member, who could not attend the meeting and mentions the need for Chris Hayden to reach out for a meeting to discuss his role.
- b. Discussion and Vote on Dental Equipment Fund Balance Usage:
 - i. BBHD requests approval to use the dental equipment fund balance for purchasing an autoclave.
 - ii. The autoclave is necessary for proper disinfection of dental equipment, costing just under \$12,000.
 - iii. Kathy Langlaais inquires about the autoclave's connectivity, and Director Palmeri confirms it can be connected via Wi-Fi.

Motion by Robert Wetmore, seconded by Joshua Plourde to approve the usage of BBHD Fund Balance **Assigned for Dental Capital** not to exceed \$13,000 (thirteen thousand dollars).

All in Favor. Motion carried.

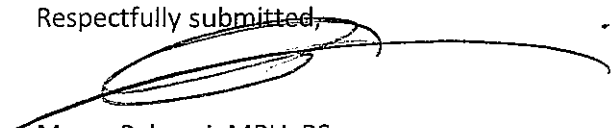
- c. Update on Covanta, Union Negotiations and Renovations of New Space:
 - i. Covanta, Now called ReWorld, sent a letter to BBHD on June 3, 2025 outlining the work which has been done. Director Palmeri also notes the noise/ sound study being conducted. BBHD has not yet received the noise study results.
 - ii. Union Negotiations are scheduled to begin July 3, 2025.
 - iii. BBHD's new space renovations are expected to begin any time after June 30, 2025.
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 and Housing:
 - 1. Very busy as usual. Increase in bathing water and pool activity. High volume of housing complaints as well as refuse complaints due to the warmer weather.
 - ii. School Dental and Dental Health:
 - 1. Status quo; Husky reimbursements will stop during the summer.
 - 2. Goodwin College would like to begin a partnership with BBHD to gain meaningful hands-on experience in dental hygiene.
 - iii. School Health:
 - 1. BBHD has two vacancies in School Health; otherwise, status quo.
 - iv. Public & Community Health:
 - 1. This program is becoming more efficient and responsive, often taking on cases which becomes harder to manage as the caseload increases.
 - v. Events/ Initiatives/ Misc. Information:
 - 1. Director Palmeri announces the reinstatement of two federal grants: the immunization grant and the ELC grant.
 - 2. The funds will be used to offset the cost of new exam rooms and clinic spaces.

7. **Anticipated Executive Session Relating to Personnel – N/A**

8. **Adjournment**

Meeting adjourned by Chairman Moylan at 4:06 p.m.

Respectfully submitted,


Marco Palmeri, MPH, RS
Director of Health

JUNE 2025
BILLS
FY 24-25

FICA	\$ 33,036.70	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 740.28	
RENT & FUEL SURCHARGE	\$ 4,715.23	
LEGAL FEES	\$ 1,863.25	
LEGAL FEES - School Health	\$ 1,863.25	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 17,000.50	
-KRONOS	\$ 269.42	
-EQUIPMENT MAINTENANCE	\$ 12,283.42	
-TELEPHONE	\$ 600.28	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 632.59	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 26.16	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 128.92	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 835.65	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 15,406.25	
-EQUIPMENT		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 1,425.60	
-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	\$ 36,000.00	
-PROG SUPPLIES	\$ 31,822.90	
WFD24 GRANT		
-PROF. FEES	\$ 1,440.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES	\$ 9,800.24	
LEAD GRANT		
-PROF. FEES	\$ 420.00	
-PROG. SUPPLIES		
HCWHG GRANT		
-PROF. FEES	\$ 75,320.00	
Total:	\$ 245,824.69	

JULY 2025
BILLS
FY 25-26

FICA	\$ 34,035.22	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	\$ 3,110.42	
- School Health Program	\$ 17,915.42	
- School Dental Program	\$ 1,672.51	
- Housing Program	\$ 1,194.65	
POSTAGE		
RENT & FUEL SURCHARGE	\$ 4,924.31	
LEGAL FEES	\$ 6,369.00	
LEGAL FEES - School Health		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 3,217.92	
-KRONOS		
-EQUIPMENT MAINTENANCE	\$ 504.50	
-TELEPHONE	\$ 599.92	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES		
-MOTOR FUELS		
-OFFICE SUPPLIES		
-CONF. & MEMBERSHIPS	\$ 809.82	
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 6.24	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES		
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 1,913.42	
-EQUIPMENT		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 404.48	
-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	\$ 2,220.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 760.00	
-PROG. SUPPLIES		
HCWHG GRANT		
-PROF. FEES		
Total:	\$ 79,851.88	

AUGUST 2025
BILLS
FY 25-26

FICA	\$ 25,256.76	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	\$ 3,500.54	
- School Health Program	\$ 18,087.55	
- School Dental Program	\$ 1,175.35	
- Housing Program	\$ 1,741.08	
POSTAGE	\$ 50.00	
RENT & FUEL SURCHARGE	\$ 4,716.81	
LEGAL FEES	\$ 18,630.00	
LEGAL FEES - School Health	\$ 4,005.00	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 28,079.57	
-KRONOS	\$ 127.36	
-EQUIPMENT MAINTENANCE	\$ 1,090.09	
-TELEPHONE	\$ 600.62	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING	\$ 375.00	
-PROGRAM SUPPLIES	\$ 1,433.39	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 329.84	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 170.83	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 2,205.06	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 1,001.34	
-EQUIPMENT		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 12,370.07	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE	\$ 116.43	
CDCY4 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES	\$ 8,000.00	
-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		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES		
-CONF. & MEMBEBSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 440.00	
-PROG. SUPPLIES	\$ 130.00	
HCWHG GRANT		
-PROF. FEES	\$ 9,680.00	
Total:	\$ 143,390.31	